**Carolina Figini**

✉ Based in Milan, Italy• ☏ 0039 3335096982 • ✍ carolina.figini@gmail.com

**Multilingual Web Content Editor & Translator**

***English • Italian • French • German***

• Italian native speaker fully proficient in English, French & German

• Translating from and to English, French, German and Italian

• Over 15 years of experience working as a multilingual translator & web content editor

• Experience at translating institutional texts for EU companies and Non-Profit Organizations

**EMPLOYMENT HISTORY**

**2021**

Teaching English and German privately to students and young professionals

Translating Business Marketing and Tourism related texts for Ti.Ma. SpuntoLab

2020

Production assistant, Translator and content writer for Starbuilt.net – doing everything in my power to ensure the launch of opera “In love – Cuore Innamorato”

Copywriter on Facebook and Instagram and Translator from Italian into English, German and French for Tima Spuntolab

Translating Ali Agca’s *The Vatican Code – The Death of Religions* from Italian to English and German

Italian-English translator for Coach Lavoro, Rome

Teaching English and German for Teatripossibili.org via Zoom, Whatsapp, Duo, Google Meet, Teams

January-February: Back office in the Tourism & Travel sector with German, Quintessentially Italy

**2019**

**Italian-English translator and post-editor**

**Private English teacher for young professionals**

**April – October 2019 Web reputation Manager for hotels and other companies in the Tourism sector**

Multi-language replies to Tripadvisor reviews

Translations from Italian into English, German and French

**• March 2008- April 2019 Bilingual Italian/English Translator & Web Content Editor**

Gariwo - Gardens of the Righteous Worldwide Onlus, Milan, Italy, 2008 - currently

✔ Translating the company web content into English, responsible for managing en.gariwo.net

✔ Responsible for the English-language content of Wefor.eu

✔ Translating documents, letters and marketing collateral from Italian to English, German & French.

✔ Supporting event organization, press review and international networking activities.

✔ Intern training, Guided tours of the Garden of the Righteous of Milan for American students, in English.

✔ EU institutional contact developing & simultaneous interpreting in English-German-French at the Milan Council Franco Parenti Theatre

✔ I was promoted from 3rd to 2nd level of contractualization in 2013, due to personal growth and maturity

✔ The team won the “Human Rights Reporting” Prize in 2016. I was publicly thanked by writer Gabriel Nissim at page 304 of his book “La lettera a Hitler” (The Letter to Hitler), Mondadori, 2015

**• Freelance Translator, Editor & Localisation Executive in Italian, English, German & French**

Publishing businesses, nonprofit associations and private parties, Italy and Europe, 1999- currently

✔ Web Content Wriiter for Nextre Engineering, Milan (SEO, Marketing, IT content, Web research, translations from English to Italian)

✔ Travel translator for Spunto Lab – Tima srl, Bellaria Igea Marina

✔ Working on a variety of translation and localisation projects involving publishing houses, IT agencies, websites and e-commerce companies.

✔ Book and textbook translations from Italian to English, French and German for Spunto Lab Tima S.r.l.

✔ IT support and localisation tasks for a number of international e-learning and e-commerce projects.

✔ Copywriting tasks for Victrix Webtech S.r.l

✔ Full translation from French to Italian of Constance Nantier-Didiée’s biography, published in France by MJW Fédition.

**EU projects**

2008-2019 Responsible for translating CVs and more material for applications of the Gariwo and its members for EU funding or sponsorship

2008-2016Responsible for the planning and realization of the teaching project wefor.eu and its English version

 2010-2012 Translation to English, French and German of the drafts of what then became EU Parliament’s Written Declaration 03/2012

**• English teacher, private lessons for 1st degree graduates preparing for English language certifications (Cambridge First Certificate and IELTS)**

**• Bilingual Italian/German Researcher & Translator**

Publishing houses, Italy, 2008-2015

✔ German research and translation for essayist Gabriele Nissim in order for him to complete his book “The letter to Hitler”

✔ Full translation from German to Italian of a Johanna Wernicke-Rothmayer’s book, published in Germany by Peter Lang.

**• Bilingual English/Italian Web Content Editor**

ZeroUno, PuntoExe, Milan & Bologna Italy, 2001-2008 (7 years)

✔ Wrote, edited and reviewed articles and interviews in Italian and English on the topic of business internationalisation and IT developments in the public sector, analysed qualitative & quantitative data.

**• Bilingual English/Italian Editorial Secretary**

Associazione Sant’Anselmo, Communio, Jaca Book, Milan, Italy, 2003-2006 (3 years)

✔ Worked on a variety of admin tasks, including multilingual translations from English to Italian and vice versa and editing works, data entry, event planning and organisation support.

**• Bilingual English/Italian Management Secretary**

GE Structured Finance Group, Milan, Italy, 2003 (1 year)

✔ Worked on a variety of admin tasks, including multilingual translations, travel bookings, organisation support and PowerPoint presentation translation from English to Italian and vice versa.

**• Bilingual English/Italian Software Localisation Executive**

Ct2 S.r.l., Milan, Italy, 2001-2003 (2 years)

✔ Translated business content from Italian in English and vice versa, worked on a variety of software localisation, customer care and sales support tasks for the French market.

**• Multilingual English/French/German Legal Document Reviewer**

Freshfields Bruckhaus Deringer, Milan, Italy, 2000-2001 (1 year)

✔ Reviewed and proofread legal documents in English, French, German.

**EDUCATION**

**• Master’s Degree in Diplomacy & International Relations – with praise**

University of Trieste, Italy, 1999

**English C2 certification (EF-ESL)**

**Courses: Communication, Quality and more courses completed successfully while working at Gariwo; Passport to the World (Global Association Travel and Tourism); Web Reputation 3.0: the new opportunities, by Nicole Tizzano; Teaching English Online (Cambridge assessment).**