

ROSALIA PROVENZI

TRANSLATOR AND LIAISON INTERPRETER
ITALIAN - ENGLISH - GERMAN

personal details

place and date of birth	Bergamo, 24 th February 1969
nationality	Italian
residence	via Paradiso, 36 - Urganano (BG) Italy
tel./fax	+39 035 4819037
mobile	+39 338 8412743
e-mail	t.provenzi@adhoctraduzioni.it; tina.provenzi@gmail.com
website	www.adhoctraduzioni.it
tax number	PRV RSL 69B64 A794O
vat number	02844180162

education

- 2008 **Post Graduate** professional course in **Medical and Pharmaceutical Translation** held by Communication Trend Italia - C.T.I. - Milan, Italy
- 2006 Course on the cat tool Trados freelance 7 with Associazione Professionale Mascript of Pisa, Italy
- 1995 **University Degree:** Interpreter and Translator for the German and English language, issued by Scuola Superiore per Interpreti e Traduttori, Milan, Italy
Thesis: Translation of the book: "The Innocence of Dreams" by Charles Rycroft. Partial Translation of the book: "Nach dem Sturm erhebt sich der gebeugte Bambus-China im Umbruch" by Fritjios Meyer-Edition Goldmann
- 1990 Nine months' study stay in San Francisco, USA:
- Certificate of **General English**, St. Giles College, San Francisco
 - Certificate of **advanced course of English**, San Francisco Berkeley Extension
 - **TOEFL** – Test of English as a foreign language
- 1989 Certificate of Secondary education: **Liceo Linguistico** at the Institute W. Shakespeare, Bergamo, Italy

summer studies

- 1995 one month's stay in **Munich**, Germany organized by S.S.I.T. of Milan
- 1993 one month's course in **Berlin**, Germany at the Akademie für Fremdsprachen GmbH
- 1992 one month's stay in **Cork**, Ireland organized by "Scuola Superiore per Interpreti e Traduttori", Milan
- 1987 English course in **Mannheim**, Germany with the Eurosprachschulorganisation
- 1985 English course in **Edinburgh**, Scotland with the organization Study Time

information instruments

Hardware Notebook DELL vostro 1720

Software Microsoft Windows XP Home Edition 2002, Microsoft Photo Editor, Office Small Business Edition 2003, Acrobat Reader 8, abbey fine reader
Wide range of monolingual and bilingual technical dictionaries available

Cat Tool **Trados Freelance 2007**

work experience

1996, start of practice: *Multiyear experience as a free lance translator for the Italian, English and German languages in the following fields:*

Categorical sector	Type of document translated
Medicine and Pharmacological	Clinical trials, informed consent forms, study protocols, SPCs, medical and scientific articles
Ecologic	Scientific articles and reports
Economic e administrative	Rules and regulations, financial statements, business plans
Furniture	Press articles, interior designing, catalogues
Information technology	Software and hardware handbooks, operating systems
Insurance and banking	Policies, insurance forms and contracts, banking certificates and procedures
Legal and legislative	Contracts, specifications, technical specifications, EEC directives
Marketing and advertising	Press releases, company profiles, projects, marketing researches
Patent	Patents about various subjects
Technical, mechanical, electronic	Technical specifications and analyses, manuals, reports, bids for tenders, catalogues, safety measures and standards
Publishing	Translation of the book: progetto Conbefor Conservatori-restauratori di beni culturali in Europa: centri ed istituti di formazione CD & web site: Urganò Turistica

Cooperation with specialized companies and corporations of the primary, secondary and service sectors, among which::

Acta Traduzioni, Associazione Artigiani (Bergamo); Bergamo Export; Clarke's Translation Services, Treviglio (BG); E.L.B.A. Ente Lombardo Bilaterale Artigianato, Milan; Eurolanguages, Alzano Lombardo (BG); Iber Contact (BG); Interlingua, Sarnico (BG); Jet Studio (BG); Language Service (RA); New Service Communication (MO), Studio Colombo (BG); Speedy Service (BG); Studio Galliani, Gessate (MI); TRP Traduzioni, (BS).
Berto Progetti, C.M.T. Costruzioni, Dutex, Ponti S.N.C. guarnizioni industriali, Fresenius Medical Care Deutschland GmbH, 3V Cogem, Mazzucchelli Arredamenti, Alcatel, Same Deutz Fahr Group, VFS Servizi Finanziari, Thermoplan, Messe Frankfurt, Damixa, Standard Golf Company, Vitali (BG).

Multiyear experience as a liaison interpreter

1994-2010: ***Fiera di Milano*** (Milan Exhibition), free-lance: Macef Autunno, Macef Primavera, Bimu, Intel, Smau, Vitrum, Chibi, FluidtransCompomac, Expocomfort, Salone del Mobile, Mido, Mipel, Sismel, Zoomark, Mipel, Mido, etc.
1996-2010: Assistant/Interpreter of the International Sales and Marketing Manager of the following companies: C.M.T., Dutex, Arden Grange; Ponti S.N.C. in Italy and abroad
1997-2006: Interpreter in exhibitions abroad: StoneTec in Norimberga and Intimo in Lyon

Other jobs

1996: Hewlett-Packard Italiana S.P.A., Stezzano (BG) as a receptionist
1997-1998: Macef autumn and spring, Milan: responsible for the sales of catalogues
1997-2005: Salone del Mobile. Assistant/Interpreter at the booth of Interni, Elemond
1998-1999: Bit, International event of Tourism: hostess at the booth of the magazin Panorama Travel
1999-2005: Mifed, film market. Hostess at the booth of Medusa-Mediatrade-R.T.I. (Milan)

Teaching

1997-2010: Evening courses for adults, English and German, Bergamo, Italy
1995-2010: Private lessons in English and German for students of the Elementary and Secondary School, as well as University students and business men