Ileana Perico

|  |  |
| --- | --- |
| Personal data | **Name**: Ileana **Last Name**: Perico **Nationality**: Italian **Address**: Milano, Via Pastorelli, 4/E  **Telephone - Home:** + 39 02 83 56 429 **Telephone - Mobile:**  + 39 335 615 60 86 **E-mail**: Ileana.Perico@robot.it |
| Educational background | 1992 Università degli Studi di Bergamo Bergamo  **Degree in foreign Languages and Literatures**  Languages of specialization: English and French  Graduation points: **110/110 cum laude and scholarship** |
| Specialization trainings | 1998-1999 Accademia di Comunicazione Milano  **Master in publishing techniques**  1983-1986 Montessori International Centre Philadelphia, USA  **AMI Training**  International Montessori Training followed by a **two years working experience in Philadelphia**, **USA**. |
| Linguistic skills | **Italian**: mother tongue  **English**: **excellent**  **French**: good |
| Computer literacy | Familiar with the most common office automation programs and **localization tools**, including Trados. |
| Abilities and skills | Results-oriented, skilled in Project Management and team building, Strong expertise in linguistic Quality Assurance, vendor recruitment, management and training. |
| Hobbies and interests | Passion for literature and publishing. Interest for psychology and education. Travelling , trekking horseback riding. |

|  |  |
| --- | --- |
| Employment history |  |
|  | 2005–2022 Italy Milano  **Independent Localization Professional** Free-lance consultant both on site and remote. I’ve been involved in several **localization** projects asa **Project Manager** and as a **Translation Manager** responsible for Terminology Management, LQA, Translation, Review, Editing and Proofreading**,** Linguistic Support to translators and **Quality Assurance** on other vendors’ localization work for marketing documentation, Web pages, tech documents and software localization, game platforms and games (**Stadia, Xbox, and others**). |
|  | 2002–2005 Microsoft Business Solutions - Italy Milano  Terminologist and QA manager  In this role I was responsible for **Italian terminology management**, review and **linguistic approval,** support to external vendors and **Quality Assurance** on **Axapata** and **Navision localized versions**. Support for Marketing documentation localization and MBS site web pages. Review and **linguistic** **sign-off** of localized ERP products **Axapta** and **Navision. Contacts and coordination with MBS Global Development Team in Denmark and Ireland.** Localization of Navision Certification Exams. |
|  | 2000–2002 Bowne Global Solutions- Italy Milano  Language and QA Manager  I worked in Mendez (bought by Bowne GS Group in 2001) since 1995 developing a strong experience in the **Localization** business. Among the most important customers: **Microsoft, HP, Compaq, and Mondadori Informatics division**. In year 2000 in the need of an important internal reorganization, I’ve been appointed to the **organization and coordination of the Language Department** and,most importantly,to the **start-up and development of a Quality Assurance Dpt. including definition and implementation of a Quality Plan** and **procedures** for the Italian offices.  In this role I was responsible for: **Ensuring Quality compliant with Corporate Standard** Ensuring development of Lingua internal staff skills  As QA and Language Manager my tasks were the following:  **Standard Linguistic QA Procedures definition and implementation  Quality Tracking and Monitoring Management of Lingua Department,** responsibility over a group of **10 internal people**  Recruitment, selection and training of internal resources and external vendors Management of external vendors and database maintenance Initial Analysis of projects and costumers needs Direct contact with costumers, external vendors and Project Managers  Internal and external resources allocation and supervision Assessment of linguistic resources performance Productivity Tracking |

|  |  |
| --- | --- |
|  | 1998–2000 Mendez Italia Milano  Junior Production Manager  In this role I was responsible for: **Ensuring Quality compliant with Corporate Standard** Ensuring development of internal staff skills  My tasks: **Standard Procedures definition and implementation for Lingua, DTP&Tech Dept**. **Lingua, DTP and Tech QA on final deliverables to costumer** Recruiting and Training of Project Managers Projects allocation Supervising and monitoring of PM staff Management of day by day projects issues Monitoring of projects schedules and budgets Assessment of Project Manager performance |
|  | 1996–1998 Mendez Italia Milano  Project Manager  In this role I was responsible for: **On time and cost profitable delivery of assigned projects**  My Tasks: Defining, monitoring and updating of project budget Defining, monitoring and updating of project schedule Project Team coordination Costumer and vendor |