

CURRICULUM VITAE



Personal informations

Name von Arb Michèle
Citizenship Swiss
Date of birth 15 May 1978
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GRADUATE TRANSLATOR FOR ITALIAN>GERMAN

Translation Experience

Since 2007 - present **Professional freelance translator for translation agencies and directs clients in Switzerland and abroad**

Source language Italian
Target language German (Mother tongue)

Services Translation, Proofreading, Editing, Typing Service

Subject areas

Cooking & Culinary	Textiles, Fashion & Lifestyle
Viticulture & Oenology	Transport & Logistics
Travel, Tourism & Sports	Wellness & Spa
Cosmetics & Beauty	Business correspondence & Conversation
Meteorology	Botany & Zoology
Culture & Religion	Medias, Multimedia
Geography	Social sciences & Ethics
Literature	Education
Industry & Technology	General areas

Text types Brochure, instructions for use, manuals, catalogues, flyers, presentations, e-mails, letters, interviews, websites, guide books, recipes, menu, labels etc.

Education/Diplomas

2007 - 2010 HDS Handels- und Dolmetscherschule, St. Gallen (Switzerland)
Translation and Commercial School, St. Gallen
-Diploma in Translation

1998 - 1998 Italian Language School Leonardo da Vinci, Florence (Italy)
-Diploma of the Italian Language

1995 - 1998

Handelsschule KV Aarau (Switzerland)
Vocational Commercial School
-Swiss Federal certificate of Capacity for commercial employees

Professional development

May 2011 1st ProZ.com Europe International conference (Rome, Italy)
May 2011 SDL Trados Studio 2009 Intermediate for Translators (Bern, Switzerland)
April 2011 Seminar "Literary translations" (Chivasso, Italy)
April 2011 SDL Trados Studio 2009 Getting Started for Translators (Bern, Switzerland)
November 2009 Seminar „Translation of websites“ (St. Gallen, Switzerland)
May 2009 Seminar „Proofreading“ (St. Gallen, Switzerland)

References & Portfolio

<http://www.proz.com/profile/855830>

Technical equipment

CAT-Tool: SDL Trados Studio 2009
Operating system: Windows 7
Hardware: Laptop Lenovo V560
Software: Microsoft Office (Word, Excel, PowerPoint)

Professional career

2006 - 2011 Bertschi AG, Intermodal Transport company (Birr, Switzerland)
Commercial employee

2004 – 2005 Eas - European Avia Service, Airport Leonardo da Vinci (Rome, Italy)
Ground Hostess for the airline company AirOne

2003 – 2004 R.C.M.2000, Iron and steel trading company (Ardea, Italy)
Commercial employee and translator

2002 – 2003 Sfefan, Supermarket (Florence, Italy)
Employee

2002 – 2002 Raffaello, Finance company (Prato, Italy)
Commercial employee

1999 - 2002 Calzedonia, Boutique for hosiery and beachwear (Florence, Italy)
Shop assistant

1995 - 1998 APG Allgemeine Plakatgesellschaft (Aarau, Switzerland)
Poster Advertising Company
Commercial apprenticeship

Languages knowledge

German Mother tongue
Italian Excellent, written and oral
English Good level, written and oral
French Good level (Diplôme d'études en langue française D.E.L.F 1er Degré)
Spanish Elementary level

My service features

- ✚ Reliability and professionalism
- ✚ High quality at competitive prices
- ✚ Adherence to delivery dates
- ✚ Use of CAT tools (SDL Trados Studio 2009)
- ✚ Terminology research
- ✚ Glossary compilation and maintenance
- ✚ Intercultural competence
- ✚ Absolute discretion guaranteed