

G A B R I E L L A A L B E R T I

Translator and Project Manager

C O N T A C T S

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L A N G U A G E S

Italian: **NATIVE**

English: **TOEFL**

French: **DELFL**

Spanish

Russian: **EXLINGUO**

T E C H N I C A L S K I L L S

memoQ ●●●●●●

Trados Studio ●●●●●○

MS Office ●●●●●○

Google online tools ●●●●○

P E R S O N A L S K I L L S

Strong written and verbal communication skills

Outstanding experience in working in a multilingual and multicultural team

Excellent experience in working in remote teams

Advanced ability to work under pressure

Strong organizational skills

Multitasking and problem-solver

P R O F I L E

Enthusiastic and dedicated translator and project manager with a solid knowledge of the translation and localisation industry.

W O R K E X P E R I E N C E

FREELANCE TRANSLATOR 2011 - current

- I work with national and international translation agencies as **translator and proofreader**.
- Main domain: **medical/pharmaceutical/healthcare**
- Other fields of expertise: **fashion & retail, marketing, beauty & cosmetics, legal proceedings, public sector**
- **CAT tools** used: Trados Studio 2021 and memoQ 9.6

TRANSLATION PROJECT MANAGER TS GLOBAL Jever, Germany | 2018 – 2021

- **Remote work**
- **Designated PM** for some of the company's main accounts (technical and marketing domain)
- **Management of the full translation cycle** from file handling in **memoQ** to revision/QA control and timely delivery
- **Key point of contact** between clients and linguists
- **Supervision of project budget** and margins
- **Revision** of all Italian translations

TRANSLATION PROJECT MANAGER CAPITA TRANSLATION AND INTERPRETING Delph, United Kingdom | 2013 - 2014

- **Responsible for several key accounts** of the marketing translation vertical team
- **Team spokesperson** during team meetings and company's account meetings and writer of team's reports
- **Main point of contact across several departments:** sales, file engineering, finance, vendor management
- **Management of the translation cycle** and **supervision of project margins**
- **Primary contact** for linguists and **resolution** of project issues
- Effective **escalation** handling

TRANSLATION PROJECT MANAGER LOGOS GROUP Modena, Italy | 2012

- **Junior position**
- **Management of the full translation cycle** from client request to file handling in **Trados Studio** to delivery
- **Point of contact across translation and DTP teams**

ASSOCIATIONS

- AITI, Italian Association of Translators and Interpreters
- ProZ Certified PRO Network

INTERESTS

Literature
Travelling
Social media
Art

References are available upon request

LANGUAGE ASSISTANT AND TRANSLATOR

**Università degli Studi di Palermo | Department of Energy, Information Engineering and Mathematical Models
Palermo, Italy | 2015 - current**

- I **translate** the department's communications, projects, and documents intended for an international audience.
- I **proofread** project plans and presentations before submission to foreign Universities/partners.

SWORN TRANSLATOR

2012 - current

- I was appointed by the **Court of Palermo** for the languages **English and Russian**
- Translation of **public sector** documents, as well as legal proceedings, reports and deeds

EDUCATION

MA TRANSLATION AND INTERPRETING STUDIES

**The University of Manchester, United Kingdom
2010 - 2011**

- Units I have taken include scientific and technical translation, literary translation and translation for international organisations

BA TRANSLATION AND INTERCULTURAL STUDIES

**Università degli Studi di Palermo, Italy
2005 - 2009**

- Main units entailed translation studies and teaching of Italian as a foreign language, English, Russian and Spanish translation into Italian, Russian literature and linguistics.

OTHER ACTIVITIES

- **VOLUNTEER TRANSLATOR** for The Rosetta Foundation and Translators Without Borders
- **MENTOR** for the University of Manchester Gold Mentoring Programme
- **ENGLISH TUTOR** for public and private schools, regional and national educational projects