

CURRICULUM VITAE

PERSONAL DETAILS

Name	Manuela Ferrari
Date of birth	11.08.1972
Birthplace	Milan, Italy
Nationality	Italian
Address	6 Stewart Avenue, Slough, Berkshire, SL1 3NH, UK
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EDUCATION

2001	5 months master in translation in IT and localization at C.T.I. translation agency, Milan, Italy (http://www.cti-communication.it)
1994	Diploma as Translator from German into Italian at the Scuola Superiore per Interpreti e Traduttori (SSIT) S. Pellico, Milan, Italy – 30/30
1993	Diploma as Translator from English into Italian at the Scuola superiore per Interpreti e Traduttori (SSIT) S. Pellico, Milan, Italy – 30/30
1990	High school diploma in Foreign Languages and Literature at the Istituto G. Natta, Milan, Italy – 52/60

LANGUAGES

Italian	Mother tongue
English	Excellent
German	Excellent
French	Basic

SOFTWARE

Windows XP, Word 2003, Excel 2003, Powerpoint, Adobe Acrobat, Abbyy
CAT tools: SDL Trados Freelance 2007, SDLX, Wordfast, Transit

WORK EXPERIENCE

Since Sept. 2001	Freelance technical translator and proof-reader. Specializations: automotive, technical, tools and machinery, computers (general and hardware), IT, marketing/market research, electronic appliances, cosmetics, tourism and travel.
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Areas of interest: children's books, cinema, cooking/culinary, arts and crafts, science (general), sports and fitness, zoology.

- Oct. 1998 – Sept. 2001
- In-house translator and proof-reader for Xerox Inc., Slough, Berkshire, UK
- Translation and proofing of **automotive literature** (WSM, Training Manuals, Safety Campaigns, Technical Bulletins, Data booklets, etc.) for Ford, Vauxhall, Jaguar, Scania vehicles and Massey Ferguson tractors
 - Translation and proofing of technical literature on **air conditioning** (Instruction manuals, Training Manuals) for Trane
 - Translation and proofing of technical literature (Instruction manuals) for Sony **electronic appliances**
 - Proofing and evaluation of test pieces for in-house and freelance translators
 - Training of in-house translators
- Jan. 1997 – Oct. 1998
- In-house translator and proof-reader for Xerox S.p.A., Cernusco sul Naviglio (MI), Italy
- Translation and proofing of **automotive literature** (WSM, Training Manuals, Safety Campaigns, Technical Bulletins, etc.) for Ford and Opel/Vauxhall vehicles
 - Translation of **marketing documentation** for Opel/Vauxhall (sales brochures, sales training documentation)
- Dec. 1994 – Sep. 1996
- Personal assistant for the director of the Research and Development department at Bausch & Lomb S.p.A., Macherio (MI), Italy
- Secretarial duties (typing letters (in Italian and English), filing, travel booking, etc.)
 - Preparation of all the documentation needed to register new products with the Italian Health Ministry.
 - Part-time job as a receptionist for few months as a secondment
- 1990
- Translation apprenticeship at CITI translation agency, Vimercate (MI), Italy
- Translation of articles from English and German into Italian for magazines and newspapers
 - Translation of voice-over scripts from English into Italian for children's cartoons