

# Anna Bontempi

Milan Area Italy  
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Freelance translator (EN/FR > IT)

## Summary

- Average daily output of 2,000 to 3,000 words
- SDL Trados 2015
- Available 5 days a week normal office hours - weekends and extra hours if needed
- able to commit to deadlines
- areas of expertise: economics and finance, arts and music
- Subtitling and transcribing

## Work History

### Translator, proofreader for EN, FR into IT, Support to PMs

Mar 2017 - Mar 2018

AKAB Srl

Translation, revision, proofreading and QA of various project in multiple languages. Occasional support to PMs in managing projects and requests from clients, especially in preparing files for quoting and pre-translation.

### Project Coordinator

Oct 2016 - Jan 2017

GlobaLexicon

Managing translation projects at every stage, from quoting to invoicing, keeping contacts with the client and suppliers.

### Project Manager Executive

June 2016 - Oct 2016

GlobaLexicon

Managing Translation projects, contacting suppliers, keeping contacts with clients,.

### Highschool teacher

Feb 2016 - June 2016

Istituto di Istruzione Superiore A. Cesaris

Teaching English and English Literature to undergraduate students.

### Subtitling Volunteer Translator

Jan 2016 - Present

TED

Subtitling videos in English and Italian

### Personal Tutor

Sep 2012 - Jun 2016

Own office

Teaching fundamental English and French to undergraduate students.

### Volunteer

Dec 2014 - Jun 2015

Associazione Trame e Colori, Guardamiglio (LO), Italy

Organisation of theatrical activities for a group of undergraduates which led to the staging of a Shakesperian play (A midsummer's Night Dream).

Exchanged culture and language in London UK.

## Education

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### Postgraduate Course in Economic, Financial and Accounting Translation

Sep 2015 - Mar 2016

CTI Communication Trend Italia Agency, Milano, Italia

Translation of financial statements (balance sheet, income statement, cashflow statement, notes), consolidated financial statements, transfer pricing documents,

SDL Trados 2015

Accountancy

### Summer School in Audiovisual Translation

Jun 2015 - Jul 2015

University College London UCL, London, UK

Translation and subtitling for TV series and films (English to Italian)

Spotting for subtitles

Translation and adaptation for voice-over technique (English to Italian) of TV shows

Subtitling of films and TV shows for the deaf and hard of hearing

Audiodescription of films for the blind

WinCaps 2007

### Master's Degree in Foreign Languages and Terminology (Cum Laude)

Oct 2011 - Feb 2014

Università Cattolica del Sacro Cuore UCSC, Milano, Italy

Terminology and terminography of specialised languages in English and French.

Specialised translation from English and French into Italian.

### Bachelor's Degree in Foreign Languages and Literature

Oct 2008 - Feb 2012

Università Cattolica del Sacro Cuore UCSC, Milano, Italy

English and French Literature.

Translation from English and French to Italian.

## Skills

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### Microsoft Excel



Very good command.

### Xbench



Good command.

### Projetex



Very good command.

Microsoft Outlook



Good command.

SDL Trados 2015-2016-2017



Good command.

Microsoft Word



Very good command.

WinCaps



Good command.

Linux Ubuntu



Good command

ABBYY FineReader 12



Good command.

French



Very good command.

English



Fluent oral and written.