# **Maria Luisa Crocetto**

## Curriculum Vitae

# ENGLISH AND FRENCH INTO ITALIAN TRANSLATOR

# PERSONAL SUMMARY

A hard-working and competent translator who possesses the required level of experience needed to deliver high quality translations from English and French into Italian.

# PERSONAL INFORMATION

**Name**  Maria Luisa Crocetto

**Date of Birth** August 28,1962

**Nationality** Italian

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74121 TARANTO Italy

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# EDUCATION

University

**1984 Interpreting and Translation in**

**English and French** (Italy)

High School

**1981 Diploma in foreign languages** (Italy)

# WORK EXPERIENCE

2003 to present World Image srl ( Taranto, Italy) Full time job

Branch: OIL&GAS Company, 30 employees

**Customer care - Marketing dept.**

Foreign Department: Liaising with foreign and domestic customers from MIDDLE EAST, ASIA, AFRICA, EUROPE, USA.

Use of dedicated programs (Photo Editor) to design and create company professional-looking brochures (including texts and pictures).

Preparing correspondence and documents; dealing with all commercial and design documents in English and French language (minutes of meetings, specifications, tenders, offers); ability to accurately maintain computerized and manual filing/documentation

**Purchasing dept.**

Order processing, liaising with clients to ensure timely delivery of materials from vendors, that deliveries are received in full and are being paid for on time; responsible for overseeing that goods respond to tight deadlines.

**Translations**

Commercial and technical translations of documentation (relevant to industrial, electrical, mechanical, instrumentation plants) from English and French to Italian and vice versa; making travel and accommodation arrangements and preparing complex travel itineraries

for Company Directors and senior managers. Translations of company brochures and relevant print out and publication, technical procedures and legal documents.

**Administration dept.**

From 2012 to present: administration and technical secretary responsible for the company Quality Assurance System (UNI EN ISO 9001:2008 and UNI EN ISO 14001/2004) overseeing the implementation of the Quality Assurance System in collaboration with the Quality Manager of Environment and Safety. UNI EN ISO 9001:2008 course attendance qualification. Evaluation: qualified.

disciplined International working environment;

***Achievements****: working overtime to complete projects without being asked;*

*Developed new filing and organizational practices, saving the company a lot of money per year; improved office efficiency by updating database*

1985 - 2003 Impes Group spa (Matera, Italy)

Branch: Engineering Company, 500 employees

**Assistant to the General Manager – Customer care – Sales Dept. – Administration Dept. – Purchasing Dept.**(Full time job)

* Assistant to the President and Managing Director with excellent technical English and French proficiency
* Marketing Dept. and customer care: domestic and foreign customers interface; preparation of commercial and project documentation (specifications, contracts, inquiries, bids); commercial and technical translations of project documentations. Preparation of International Tender documents and tendering process management.
* Administration Secretary: responsible for overseeing cost control, invoice processing, collection and control of monthly hours of all employees.

***Achievements:*** *received annual performance bonuses based on positive evaluations from management for implementing new ideas.*

1991 Studio Marzo Associati (interpreters recruitment agency ) (Taranto, Italy)

Branch: Interpreting, 50 Employees

**Freelance interpreter and translator** of technical documents at ILVA Steel Plant(Temporay job)

1998/2011 British Institutes (Taranto, Italy)

Branch: Education

**English teacher** (Temporay job)

Technical translations for mechanical companies and English teaching to employees of local companies and to a team of lawyers of the Court of Taranto

***Achievements:*** *drastically increased students’ scores*

1983 LIONETTI TRAVEL AGENCY (Matera, Italy)

Branch: Tourism

**Travel agency clerk**

Arranging accommodations, transportation, flights, car rental, checking in tourists

1984/1985 REGIONE BASILICATA (Potenza, Italy)

Branch: Education

**Interpreting – English and Italian teaching** (Temporay job)

Interpreting, English guide for tourists and foreign delegates, English and Italian teaching

1992 LOGO SERVICE (Bari, Italy)

Branch: Interpreting

**Interpreting** (Temporay job)

Freelance interpreter in exhibitions

2006 Port authority (Taranto, Italy)

Branch: Interpreting

**Interpreting** (Temporay job)

Freelance interpreter on the occasion of visits exchanges with foreign delegations

1991 to present Translations

Bachelor’s thesis translation (for civil engineering students), translation of medical and business articles, exhibition brochures, fashion, educational, scientific, legal documents.

***Achievements****: customers satisfaction for diligent attention to detail and optimal end results.*

# LANGUAGES, COMPUTER SKILLS AND INTERESTS



**Languages**

Italian (Mother tongue)

English and French: fully proficient and competent in technical and business translations with a strong background of technical terminology related to industrial field, refineries, steel structures.

**Computer skills**

Proficient with windows office products (Word, Excel, Power Point, Outlook). OS Windows XP, MAC, Microsoft Photo Editor, Internet, Adobe acrobat, Google earth, Photoshop

**Personal interests**

I am sociable and enthusiastic, with an ability to work on my own initiative or as part of a team. My passion for travelling and getting to know new people has enhanced my ability to organize travels abroad in detail.

In my spare time I enjoy reading and cooking.

I am developing a new interest in photography. I have a good knowledge of photo editing software as well as a great eye for composition and creation of special effects in post-production. I have developed skills in the creation of photo books.

# PUBLICATIONS IN ENGLISH LANGUAGE



Translation and publication of the following technical articles:

* “Problems of the conservation of freshwater ecosystems”.
* “Amine purification in refineries – Operating manual”.
* “Good operating practices for amine treating system”.
* “Calculation models to design refinery gas treating systems)

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