

SIMONE GIORDANO

Via Coccei, 5, Frascati, Rome, Italy 🏠

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Date of birth: 14/10/1983



WORK EXPERIENCE

Translation Project Manager | TWS srl

2013 - TODAY

- Use of tools ranging from standard (email, etc.) to project management tools, CAT tools and terminology management tools
- Project file analysis, price quotation, timeline calculations
- Track and report on costs and adherence to schedules
- Management, coordination and supervision of the translation team (coordination of internal and external resources)
- Effective verbal/written communications with clients and internal team members
- Responsibility for translation quality
- Translation query management, Linguistic Reference Material & instructions management
- Ensuring high quality & accurate translation standards through constant checks and feedbacks
- Project delivery & overall responsibility for client communications
- Complaint handling and resolution
- Managing customer invoicing and billing processes
- Monthly and annual volume reporting (invoicing, production and leverage statistics)
- Training
- Cost control and focus on profitability of accounts
- Process optimization through the identification of possible critical aspects
- Focusing on localization tools and workflows
- Managing fast turnaround translation projects with different volumes and workflows
- Hosting and leading conference calls with clients and team members.

Trainer | UNINT University of Rome

2018

Trainer for a one-day seminar for senior year students at the Faculty of Translation and Interpretation of the UNINT University of Rome

Topic: practical activities on translation QA checks using Trados Studio and Apsic Xbench

Translator | TWS srl

2009 - 2013

Translation and Review from English into Italian in the following fields:

- Information Technology (Software, Help, Documentation)
- User manuals
- Web sites
- Telecommunication Equipment
- Technical Translations
- Automotive
- Agricultural Equipment
- Construction Equipment
- Brochures
- Medical equipment
- Translation of school achievement tests



EDUCATION

Bachelor degree | Università degli Studi di Roma "Tor Vergata"

JULY 2007

"Lingue nella società dell'Informazione" Foreign Languages (English, Spanish and Portuguese) and Information Technology



TRANSLATION TOOLS

CAT TOOLS: Trados (starting from Trados TAG Editor and Workbench to SDLX to all versions of Trados Studio), Across, XTM, Global Sight.

QA check tools: all mentioned CAT tools QA check functionalities, Apsic Xbench, Transistor.



REFERENCES

TWS srl | <http://www.twstranslation.altervista.org/>

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