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FULVIA MEDANA

PERSONAL INFORMATION

- **Name:** Fulvia Medana
- **Based in:** Via Giolitti 28, 10060 Piscina (Torino) Italy
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WORK EXPERIENCE

- **Date:** From March 2023
- **Type of business or sector:** Freelance EN > IT translator and proofreader. Translation from English to Italian of texts intended for Nike websites. Language and final layout approvals of marketing, informational and training documents before release.
- **Date:** From October 2019
- **Type of business or sector:** Language Quality Specialist. Translation and proofreading jobs, from English to Italian language delivered by localization service providers, in order to approve the quality of Apple websites, software, marketing and sales presentations, brochures, training materials, white papers and other marketing materials (articles, ads, sales kits).
- **Date:** From November 2018
- **Type of business or sector:** Italian Language Lead. Review of translation jobs for Dell Technologies, in order to approve the quality of websites, marketing and sales presentations, brochures, training materials, white papers and other marketing materials (articles, ads, sales kits). Updating glossaries, managing translator queries, meeting with translators, post-editing and translations.

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- **Date:** From June 2010 to November 2017
- **Type of business or sector:** Linguistic Quality Expert (LQE) for EMC Corporation and now for Dell EMC. Review of translation jobs delivered by localization vendors for approval on the quality of localized Web sites, sales and marketing presentations, brochures, training material, white papers and other marketing related documentation (press releases, announcements, proposal guides, sales kits, etc.) for Italian. Creation, implementation and update of all terminology related documents (TMs, glossaries, Style Guide). Handling of project management tasks end-to-end and taking over reference materials ownership. Communication and collaboration with ICRs, PMs, LQE peers, and LQMs.

- **Date:** From November 2006
- **Type of business or sector:** Freelance translator and localizer from English and French into Italian.

Projects (software, online helps, technical manuals, video games, movies, TV series, web sites and legal documents) for the following companies:

- **Apple** translator and reviewer of technical and communicative materials
- **Dell Technologies** Italian LQS, reviewer of technical and marketing materials.
- **Bentley** (software and online help)
- **Netflix** (TV series subtitles)
- **Sony** (TV series subtitles)
- **Disney** (TV series subtitles)
- **Warner** (TV series subtitles)
- **Symantec** (software and brochures)
- **Alstom** (legal documents)
- **Panduit** (technical documents and Web site)
- **Hilti** (brochures, Web site)
- **Dead Sea Cosmetics** (Web site)
- **Microsoft** (user manuals, software, e-learning, Web site articles)
- **Corporation de Gestion de la Voie Marittime du Saint-Laurent** (legal contract)
- **Compex** (Web site)
- **Pixiem** (videogames)
- **Felp** (legal contract)
- **Rossignol** (catalogues)
- **Shimadzu** (user guide)

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- **Admipharm** (legal contract)
- **MyEB** (user guide)
- **Guillot Industrie** (user guide)
- **Mueller Martini** (user guide)
- **Carel** (Web site and brochures)
- **Fisia** (legal contract)
- **Réseau Ferré de France** (technical and legal documents)
- **Clementoni** (brochures)
- **Ford Foundation** (user guide)
- **Ministère de la Défense de l'Algerie** (legal contract)
- **John Deere** (technical manuals)
- **Schneider** (software and online help)
- **Sealed Air** (Web site pages)
- **RTE** (technical manuals)
- **Agleader** (software and manuals)
- **AGC Group** (codes of conduct)
- **ARC3D - Avanquest** (software)
- **Mori Seiki** (manuals)
- **SNCF** (legal and financial documents)
- **Expedia** (touristic brochures and Web site)
- **CMS - Insight** (software)
- **Teleroute** (insurance policies)
- **Punch Graphix** (press article)
- **Novartis** (texts for the Web site)
- **Mori Seiki** (software)
- **AgLeader** (software)
- **RVR** (manuals)
- **SMART** (software)
- **Schick Technologies** (user guides)
- **BodyCare** (training manuals for cosmeticians)
- **PLMA** (marketing)
- **Mnémotique** (Web site)
- **ScanSource** (software)
- **HyperTherm** (financial and legal documents)
- **MEDEL** (software and user guide)
- **Imperial Tobacco** (financial texts)
- **MARS** (M&M'S terms and conditions)
- **Insight** (software and online help)

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- **Weber Distribution** (marketing and manuals)
 - **FIX-IT** (software)
 - **Kawasaki** (marketing)
 - **YAMAHA** (marketing, software and manuals)
 - **YAMAHA MOTOR** (marketing)
 - **Teleroute** (Web site and Marketing)
 - **Silverlight** (software and Web site)
 - **ITP** (software and manuals)
 - **Avanquest** (software)
 - **Blount** (manuals)
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- **Date:** From January 2007 to July 2007
 - **Company:** Agenzia Formativa “tuttoEUROPA”, piazza Vittorio Veneto, 13 – Torino, Italy.
 - **Position held:** jointly responsible for the organization and didactic/administrative management of the postgraduate Master courses financed by the ESF, which for the academic year in question include: Master in Conference Interpreting (English second language); Master in Interpreting for Negotiations (English second language); Master in Editorial Translation (English second language); Master in Editorial Translation (Spanish second language); Master in Technical and Scientific Translation (English second language); Master in Legal and Administrative Translation for the EU (English-Polish). Also post-graduate Master for Foreign Trade Interpreters (English-French/Chinese).
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- **Date:** From October 2005 to October 2006
 - **Type of business or sector:** In house full-time translator from English and French into Italian.

Some projects (Travels and Tourism material, Software, Technical manuals, Legal documents, Civil engineering documents, Brochures, and Web sites) for the following companies:

- **Microsoft** (software, technical manuals, brochures and Web pages)
- **Trane** (technical manuals)
- **Rockwell Automation Allen-Bradley** (technical manuals)
- **Visa** (online help, software)
- **Endress+Hauser** (technical manuals)
- **Socomec** (technical manuals)
- **PSP** (video games)
- **DIVX** (Web pages)

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- **FIFA** (Web pages)
 - **Vialtis** (Web site, Italian version: www.vialtis.com)
 - **Pitney Bowes** (software, online help)
 - **AllPosters** (Web pages, search engine)
 - **Renault** (technical manual and brochures)
 - **Aeronautics** (technical manuals)
 - **Security management** (technical manuals)
 - **Komatsu** (technical manuals and brochures)
 - **Getty Images** (Web pages, search engine)
 - **EasyJet** (Web pages and brochures)
 - **Toyota** (brochures and manuals)
 - **Best Western** (Web pages)
 - **Palm** (software, technical manuals and brochures)
 - **SAP** (software and online help)
 - **Lamborghini** (brochures)
 - **Dentsplay** (manual)
 - **Leica** (technical manual and software)
 - **Gizmondo** (video game)
 - **PS2** (video games)
 - **PIXIEM** (video games)
 - **Marvel** (video games)
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- **Date:** From January 2005 to July 2005
 - **Employer:** C.I.O.F.S.-F.P. Istituto Virginia Agnelli, via Paolo Sarpi 123, Torino (Italy)
 - **Occupation or position held:** Teacher
 - **Main activities and responsibilities:** Business English teacher, IT teacher (Macromedia Dreamweaver, Frontpage, Powerpoint, Access and Internet)
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- **Date:** From October 2004 to January 2005
 - **Employer:** "Oxford Centre", Pinerolo - Torino
 - **Type of business or sector:** English School
 - **Occupation or position held:** English Teacher and Translator

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- **Date:** From June to July 2004
- **Employer:** Atril, Barcelona
- **Occupation or position held:** Localizer (translation and localization Déjà VuX software and manual)

- **Date:** From September 2001 to July 2003
- **Employer:** Intercultural Center "Alouan" and "Alma Mater" - Turin
- **Type of business or sector:** Teacher
- **Occupation or position held:** Italian teacher for foreign students.

- **Date:** From July to August 2000
- **Employer:** San Marino Tour Service
- **Type of business or sector:** Tourism
- **Occupation or position held:** Group leader in London (UK)

KNOWN LANGUAGES

- **ITALIAN:** Mother tongue speaker, with university educational level
- **ENGLISH:** excellent, spoken and written. Fields of specialization: Localization (software strings, online help, Web sites), technical manuals, Videogames, Information Technology, Telecommunications, Machine Tools and Machinery, Manufacturing Industry, Marketing, PR and newsletters. Confidence with Computer Science Language, literature, social and commercial/economic disciplines.
- **FRENCH:** excellent, spoken and written. Fields of specialization: Localization (software strings, online help, eb sites), technical manuals, Information Technology, Telecommunications, Machine Tools and Machinery, Manufacturing Industry, Marketing, PR and newsletters. Confidence with Computer Science Language, Literature, Social and Commercial/Economic disciplines.
- **GERMAN:** good, spoken and written. Confidence with general topics.

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COMPUTER SKILLS

- **OS: Windows 10 and 8.1**
- **Microsoft Office 365** : Word, Excel, Outlook, PowerPoint
- **Computer Aided Translation (CAT)** : SDL Trados Studio 2017, GlobalLink, OmegaT, Virtaal, Memsource, Oddjobs, Idiom.

EDUCATION AND TRAINING

- **Workshop in translation of movies, documentaries and tv shows subtitles** organised by Langue&Parole, www.langueparole.com based in Milan, Italy.
- **Workshop in translation for tourism** organised by Langue&Parole, www.langueparole.com based in Milan, Italy.
- **Workshop in translation of video games** organised by Langue&Parole, www.langueparole.com based in Milan, Italy.
- **Course in translation and adaptation of audiovisual materials** organised by Words in Progress, www.words-in-progress.it based in Turin, Italy.
- **Master's degree in Localization (Software and Web Sites Translation)** organised by "tuttoEUROPA", based in Turin, Italy.

Level in national classification: 95 out of 100

Principal subjects/occupational skills covered: Software and Web sites localization, Web editing, ECDL modules, CAT tools (seminars on Trados and Déjà Vu X), Principles of Project Management, Principles of programming languages, DTP.

- **Bachelor's degree in Modern Languages and Literature (Laurea in Lingue e Letterature Straniere)** at "Università degli Studi di Torino"

Level in national classification: 105 out of 110.

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Graduation thesis: A thesis in “English Language” (Lingua inglese) titled “Patrick White: A woman's hand”. Translation of a short novel written by the Nobel Prize Winner Patrick White

OTHER SKILLS/INTERESTS

Video games, movies, travels, music, doing voluntary jobs in an intercultural environment.