

LUANA BENCICH

A: Calle Cuatro Vientos 3, La Línea de la Concepción, 11300, Spain

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QUALIFIED, VERSATILE, RELIABLE English and French to Italian Translator

Experienced and detail-oriented English and French to Italian Translator, with a highly developed understanding of foreign languages and cultures. Skilled in quick and accurate translation and transcription of the Italian, English and French languages. Successful at maintaining meaning, flow and specific characteristics of original words when translating documents or spoken words. Able to converse easily in four languages.

SKILLS

- English and French to Italian translation
- Excellent communication skills
- Organized and detailed
- Cultural expertise
- Business process understanding
- Audio translation service
- Proofreading and editing
- Time management
- Transcription
- Document review
- Document interpretation

RELEVANT WORK EXPERIENCE

Remote Transcriptionist, Translator and Content Editor

EduOpen Lms, Italy June 2019

- Listened to recorded dictation and transcribed information in Italian and English
- Transcribed academic lectures and documents.
- Translated abbreviations and jargon into long form during transcription process.
- Attentively listened to recorded materials, transcribing it verbatim.
- Corrected grammar, spelling and syntax mistakes.
- Proofread, edited, and evaluated final copy to verify content aligned with established guidelines.

Remote Script Translator

Wikr Group, Ukraine February 2017 – January 2019

- Translated viral content documents from English to Italian.
- Communicated effectively with employer to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

- Optimized content with key search terms to drive traffic and online visibility.
- Successfully met deadlines and managed high volume of work.
- Maintained message content, tone and emotion as closely as possible.
- Replicated flow, style and overall meaning of original texts.
- Applied cultural understanding to discern specific meanings beyond literal written word.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.

Part Time Private Tutor

Self-employed July 2008 – November 2018

- Tutored struggling, average and advanced students in English, French and Italian language.
- Collaborated with students to complete homework assignments, identify and correct weaknesses.
- Educated students on strategies for effective studying, taking notes and test taking.

EDUCATION

BA in Arts

Specialization in French, English and Italian Literature and Language

Università degli Studi di Trieste, Italy – 2014

Erasmus Internship Mobility Program

French Studies

Université Sorbonne Nouvelle Paris 3, France – 2012

High School Diploma

Classics and Arts

Liceo Classico Francesco Petrarca, Trieste, Italy – 2009

OTHER CERTIFICATIONS

Certificate for the French language level B2

French culture academy diploma

Alliance Française, Trieste – 2009

Certificate for the English language level B2

Summer school certificate

National College Of Ireland, Dublin – 2006