

PAOLA BRANCALEON



PROFESSIONAL PROFILE

Freelance translator from English, Spanish and French into Italian, with experience in marketing, e-commerce, IT and generic fields for over 3 years. At ease in working contexts that require the use of major office software as well as online translation and CAT tools. Precise in my work and deliveries, and equipped with a critical sense, I offer customers a coherent, fluent and localized textual body in line with the company needs.

LANGUAGES: ITALIAN (mothertongue), **ENGLISH, SPANISH, FRENCH**

CONTACT INFO

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23 - 90145, Palermo, PA

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Date of birth: 07/07/1962

SKILLS AND EXPERTISE

- Managerial, organizational, administrative and financial skills
- Sales skills and marketing strategies
- Business development strategies and problem solving skills
- E-commerce experience
- Commitment
- Experience in: computer, accountancy, health&food, publishing, natural products, self-development, voluntary work, associations & charities fields
- Legal-economic bases
- Understanding of technical texts in English (computer)
- Writing skills

WORK AND PROFESSIONAL EXPERIENCE

Remote freelance translator 05/2020 – up to now

- MTPE and HT in OneForma for machine translation engine training, in language combinations including EN>IT, FR>IT, SP>IT, NL>IT, TR>IT with score levels above 90%
- QA in OneForma for segments translated by other linguists.
- Technical, marketing, e-commerce and generic texts translation for different translation agencies

Herbalist shop owner and manager 02/2021 - 08/2023
Erboristeria Comida - Palermo, Italy

A shop entirely built and managed by myself from scratch, taking care of each and every aspect, from items display, promotion offers and advertising, to the choice of the best providers, research and analysis of industry and target, and so on.

Own online website for e-commerce.

Publishing house owner (individual company) and author of 6 books 04/2016 - 10/2023

Comida Edizioni - Palermo, Italy

- Publisher of books in the food and health field, one of them published also in English.
- Choice of the authors, evaluation and proofreading, marketing and distribution strategies, including participation in sector-specific events to promote the published books
 - Author of **6 recipe books** for specific health issues and general wellbeing
 - Own online website for e-commerce

- Subtitling experience
- CAT tools like Trados and online translation platforms like OneForma
- MS Office, Acrobat, accounting software knowledge

STUDIES

Accounting high school degree
(including English and Spanish subjects) 7/1981
Ist. Tecnico V. Monti – Ferrara, Italy

Bachelor's degree in Economics and Commerce (4 years-course)
(including English and Spanish subjects) 11/1985
Università di Bologna – Bologna, Italy

Private courses and classes to learn and improve **French, English, and Spanish** throughout my life

7/2015 – 8/2016

AUSER association volunteer to help old people and autistic children;

Part time **sous chef in an agritourism**;

Organization of events and seminars in holistic spiritual field (**Ponte di Luce association**) - Bologna, Italy

Accountant and tax consultant 3/1998 - 6/2015

at Studio associato Manzini & Ventura accounting firm - Bologna, Italy

Computer store owner and manager 2/1986 - 3/1998
Emiliana Grafica – Bologna, Italy

Taking care of orders from suppliers; dealing with clients providing advice; technical tasks like assembling hardware, installing drivers and software and checking the correct functioning with the support of technical manuals and instructions in English

Part-time receptionist and shop assistant in a computer store 3/1982 – 12/1985 Ferrara, Italy

Part-time receptionist in a driving school
8/1981 – 3/1982 Ferrara, Italy

I authorize the processing of my personal data pursuant to Legislative Decree 101/2018 and art. 13 GDPR (EU Regulation 2016/679) for the purposes of collaborators research and selection

