

## **SARA TOCI**

E-mail: [saratoci05@gmail.com](mailto:saratoci05@gmail.com)

Phone number: +39 3892078380

Via Andrea Trebeschi 13, Brescia, Lombardy, Italy

I'm a highly skilled medical, legal and marketing translator, copy editor and revisor with a proven track record of delivering accurate and culturally nuanced English into Italian translations. Also, I'm currently working on the Italian version of a language app. I'm the manager, I translate, edit, review, subtitle the content and provide voice over.

I'm professional, reliable, a great communicator and able to meet deadlines. In my free time I provide translation as a volunteer to help non-profits reach more volunteers and beneficiaries.

### **Education**

- Diploma in Business Administration, Finance & Marketing (relevant coursework: Law, marketing and financial economics, with a subsequent focus and study of the subjects in foreign languages)
- Foreign languages coursework: English, Spanish
- Bachelor's degree in health science (relevant coursework: biology, human anatomy and physiology, nutrition, infectious diseases, epidemiology, genetics, psychopathology and mental health, biostatistics, health policy and management)

### **Work Experience**

Translated, Italy, Aug 2020-Present

Medical, legal and marketing translator and revisor (English US into Italian)

- Translated, edited and revised client's documents, including:
  - Certificates, diplomas, licenses (job/birth/marriage/death/criminal records certificates, etc.)
  - Legal documents (employment/rent contracts, general terms and conditions, judicial and court cases documentation etc.)
  - Medical documents (hospital medical reports, pharmaceuticals, clinical trials, medical technology equipment, manuals for surgical/medical devices, telemedicine, forensic medicine and dentistry)
  - Marketing & advertising material, public relations, localization; I also started an important collaboration with SpaceX, localizing customer-facing content, including user interface strings, marketing materials and how-to videos

Rate/word: \$0.12

Latudio, Vancouver, Washington, United States, Oct 2020-Present

Manager, Translator, subtitler and voice actor (General translation)

- Translated, edited, proofread and provided voice acting services for an e-learning language app, specializing in the Italian version.

- Completed over 40% of the app's content, ensuring high-quality translations and maintaining consistency across all language exercises and lessons.
- Subtitled and localized audio content for the e-learning platform, ensuring seamless integration of multimedia elements into the app.

### **Volunteer work**

Catchafire, New York, United States, 2023-Present

#### Medical, legal and marketing translator, copy editor and proofreader

- I helped non-profit organizations by translating their documents and materials, so that they could reach more volunteers and supporters who might not be fluent English speakers.
- Projects I work on: Legal, medical and marketing translation
- Languages pairs: English into Italian, English into Spanish, Spanish into Italian

Link to my volunteering account and references: <https://www.catchafire.org/profiles/2397140/>

### **Skills**

- Translation and localization: Expertise in translating written and audio content across multiple languages while preserving meaning and cultural nuances.
- Editing and Proofreading: Strong ability to edit and proofread translated materials for accuracy, consistency, style, orthography, punctuation, and grammar.
- Voice Acting: Proficient in providing voice-over services for various multimedia projects.
- Cultural Awareness: Deep understanding of cultural differences and the ability to adapt translations accordingly.
- Adaptability and Time Management: Proven track record of meeting deadlines and managing multiple translation projects simultaneously.
- Languages: Proficient in English, Italian, Spanish and Albanian, and currently learning Chinese and Japanese independently.

### **Technical Skills:**

- CAT Tools and TMS: MateCate, Memsource, Smartcat, SDL Trados, Phrase TMS
- Audio Editing and Subtitling: Aegisub, Audacity, OBS Studio, MateSub
- Desktop Publishing: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Canva, Scribus
- Microsoft Office: Word, PowerPoint, Excel, Outlook
- Programming Languages: Python, HTML
- Data Analysis: MySQL, SQL Server Management Studio, Oracle SQL Developer

### **Professional References** (able to provide more upon request)

- Full name: Sarah Dirksen  
Organization: Missouri Coalition for Oral Health  
Email: [sdirksen@oralhealthmissouri.org](mailto:sdirksen@oralhealthmissouri.org)

- Full name: Marylee Oleson  
Organization: Iowa County Health Department  
Email: [marylee.oleson@iowacounty.org](mailto:marylee.oleson@iowacounty.org)
- Full name: Gail Trzeinski  
Organization: Virginia Legal Aid Society  
Email: [gailt@vlas.org](mailto:gailt@vlas.org)
- Full name: Mark Shimada  
Organization: Latudio  
Email: [shimadamark@gmail.com](mailto:shimadamark@gmail.com)

### **Certifications**

EF SET English Certificate: C1 Advanced, Reading C2 Proficient

Credential URL: <http://efset.org/cert/8RBfhj>

Other Certificates: Python Programming, Forensic Science, Project Management, Dropbox, Jira Software, Digital Marketing, Local and International SEO, Customer Service, Social Media Marketing

### **Awards and Achievements**

I received recognition for exceptional contributions to the e-learning language app, and for completing more than 40% of the app content.

I also received recognition for working with non-profits organizations and helping to save funds intended for important causes like environment, animal welfare, youth development, health, and legal services.

### **Additional Information**

- Reading: I'm an avid reader, exploring various literary genres and enhancing language skills through diverse literature.
- Writing: I'm actively engaged in writing endeavors, including working on a book project and producing content related to language e-learning.
- I previously worked as a legal and medical transcriptionist, data annotator and on speech recognition projects for the Chinese and American markets.