

PAOLA BOSCHETTI
Italian Freelance Translator
English > Italian – French > Italian – German > Italian

PERSONAL DATA

Name: Paola
Surname: Boschetti
Date of birth: 4 July 1975
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46030 Dosolo (Mantua)
ITALY
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PROFESSIONAL EXPERIENCE

Full-time Freelance Translator

January 2004 - present

LANGUAGE PAIRS

	Source Language	Level of Fluency	Target Language
• First Language Pair	English	Fluent	Italian (mother tongue)
• Second Language Pair	French	Fluent	Italian (mother tongue)
• Third Language Pair	German	Advanced	Italian (mother tongue)

FIELDS OF SPECIALIZATION

Economics

- Business correspondence
- Banking documents
- Business management
- Accounting
- Import/Export
- Shipping contracts

Law

- Agency agreements
- Sales agreements
- Importation agreements
- Distribution agreements
- Joint venture agreements
- Technology transfer agreements

Advertising

- Brochure
- Catalogs & price lists
- Newsletters
- Editorials
- Advertisements
- Company profiles

Management

- Marketing
- Market researches
- Business organization

Furnishing

- Furniture & furnishings
- Household goods
- Bathroom accessories

OUTPUT

Word capacity per day: 2,000/2,500 words

HARDWARE

- AMD ATHLON XP 2600+ Processor, RAM 512 MB, Hard Drive 80 GB IDE MAXTOR 7200rpm UDMA 133, floppy drive, DVD player, BENQ CD burner, ISDN modem 128 kbps, SONY LC monitor 17", HP LaserJet 3015 All-in-One (laser printer, fax, photocopier and scanner), HP LaserJet 1010, CANON Canoscan N670U scanner.
- COMPAQ Presario 1400 Notebook, RAM 120 MB, Hard Drive 40 GB, floppy drive, DVD player, modem 56 Kbps.

SOFTWARE

- Operating System: Windows XP Home Edition SP2
- Communications: Winfax Pro 10.0
- Databases: Microsoft Access 2003
- Word Processors: Microsoft Word 2003
- Spreadsheets: Microsoft Excel 2003
- DTP: Microsoft Publisher 2003, Microsoft PowerPoint 2003
- HTML-Browsers & Editor: Internet Explorer 6.0, Notepad
- Graphic Tools: Adobe Photoshop, ArcSoft Photostudio 2000 4.1.2c
- OCR: Readiris Pro 8.0, OmniPage Pro 9.0
- CAT Tools: Wordfast 5.0
- PC Security: Norton Internet Security 2004, Lavasoft Ad-aware 6.0
- E-mail: Outlook Express 6.0, Microsoft Office Outlook 2003
- CD-burning: Nero Express 5.5.10
- Others: Adobe Acrobat Reader 6.0.2, Make PDF 2.0, CAT Count 1.0, Winzip 8.1

O.M.L. S.r.l. - Gualtieri (Reggio Emilia), Italy
 Italian leader manufacturer of deluxe bathroom accessories
 Export Manager

1999 -2003

- Responsible for planning and organizing the export department.
- Increased export turnover by 160%.
- Successfully opened and developed new markets: USA, Canada, Central America, Australia, Finland, Spain, France, Belgium, Germany, Switzerland, Austria, Poland, Slovakia, Estonia, Byelorussia, Ukraine, Czech Republic, Hungary, Rumania, Greece, Croatia, Russia.
- Negotiated and closed a distribution agreement with El Corte Inglés (one of the most important Spanish distribution chain) in 2002, implementing a New Product Distribution Program that considerably increased sales volumes.
- Solidified an exclusive partnership with Brian Covey Ltd (English distributor) in 2001, expanding product distribution operations throughout major retailers.
- Demonstrated a comprehensive knowledge of Freight Forwarding, Trucking, Ocean Lines, and related rules and regulations applicable in today's market.
- Attended and proactively participated in all annual European and U.S. tradeshow (KBIS Tradeshow, Chicago, U.S.A. – ISH, Frankfurt, Germany – CERSAIE, Bologna, Italy).

B&C HYDROPRESS S.r.l. – Novellara (Reggio Emilia), Italy
 European leader manufacturer of water pressure washers
 Assistant to the Export Manager (three months apprenticeship)

March 1997 – May 1997

- Translated commercial documents, advertisements and product catalogs

EDUCATION

- Professional Qualification in Export Management and Organization, Professional Training Center Lorenzini, Luzzara (Reggio Emilia), Italy, 1997

Subjects: Business English, Business German, International Agreements, International Marketing, Direct Marketing, Management Accounting, Export Management, Business Management, Business Organization, International Payments, Customs & Shipments.

- Successfully completed two years of University studies in Foreign Languages and Literature, University of Parma, Parma, Italy, 1994-1996

Majors: German and Russian

- High School Diploma in Foreign Languages, Liceo Linguistico P.A. Maggi, Viadana (Mantova), Italy, 1994

Majors: English, French and German

ADDITIONAL TRAINING

- One month Business English Course at Concorde International Business School, Canterbury, UK, May 1997
- Two months intensive German Course at Goethe Institut, Schwäbisch Gmünd, July 1996 – August 1996
- Four months intensive Spanish Course at Studio SAE, Reggio Emilia, Italy, January 2001 – May 2001

REFEREES

S. Geminiano e S. Prospero Bank
Mrs. Gloria Carpi
SME Manager
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Baruffi Otello S.r.l.
Mrs. Cristina Chinazzo
Sales Department
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