



**CURRICULUM VITAE
CARLOTTA MINOZZI**

Language Pairs: IT>EN and EN>IT

Native Language: IT

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Date of birth: 09/06/1970

Overview: I have been working in the translation field for 15 years.
I translate from Italian to English (in this case, all my translations are proofread by an English/American translator, whose Italian is fluent, so as to ensure top quality) and from English to Italian.
I have an extensive reference library, use the Internet to research specific topics and terms, have consultants in the various fields (mechanical engineers, IT experts, doctors, etc.) and maintain up-to-date versions of all relevant software.

Main areas of expertise: information technology; railway; electrical; electronic and mechanical engineering; warehouse and storage systems; energy industry; industrial installations; cosmetics; psychology.

Rates: ranging from EUR 15.00 to 18.00 per page (1500 characters including spaces) depending on the complexity or topic of the text to be translated.
Note: no additional cost for IT>EN translations.

Software: Microsoft Windows XP

Microsoft Office
WordFast
Transit XV satellite
Transit NXT workstation
SDL Trados 2007
Adobe InDesign (basic knowledge)
Adobe Pagemaker (basic knowledge)
Adobe Photoshop (basic knowledge)
Corel Draw (basic knowledge)
Adobe Acrobat Professional

PROFESSIONAL EXPERIENCE

1994-now

Freelancer and Project Manager

After graduating, I started to work on a freelance basis for many of the major translation agencies in the area.

In 1996 I decided to set up my own translation agency. As reliability and loyalty are a must to me, I continued to work for other agencies as well.

Personal problems in 2003 led me to decide to stop working as a translation agency and continue to work as a freelance translator. I still work with some end clients but am not looking for new ones.

My language pairs are IT>EN and EN>IT. Since my native language is Italian, all of my IT>EN translations are proofread by an English/American translator to ensure top quality.

I work with the FR>IT and ES>IT language pairs on an occasional basis.

Education:

1984-1989

Liceo Scientifico Statale "E. Fermi", Bologna, Italy (a senior secondary school with emphasis on sciences and foreign languages)

1991-1994

S.S.I.T. (Scuola Superiore Interpreti e Traduttori), Bologna, Italy (senior professional school for interpreters and translators)

References:

Available upon request