



## Elettra Zanetti

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### PROFESSIONAL PROFILE

With industry background in technical and marketing fields, a specialised translator providing well-researched translations in technical, legal, marketing and medical fields. Apart from linguistic skills, bringing in thorough understanding and experience in the translated domains. Praised for research skills and attention to detail essential in translating safety-critical texts. Examples of translation expertise:

- Technical field: Mechanical engineering, paper converting and paper manufacturing, world class manufacturing (WCM) programs, security and safety.
- Legal field: contracts, certificates, certified translations, immigration procedures, work permit procedures.
- Sales field: sales administration, company back-office, B2B.
- Medical field: general medicine and medical devices.
- Proofreading, editing and revision, especially for publication.

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### CAREER HIGHLIGHTS

- Led Italian translation team in the project *Beyond Words – Going into Hospital*, House of Lords, London, UK. Coordinated the team of 10 linguists, checked, reviewed and edited their translations for overall consistency, and built up a glossary for readers. The project was a complete success: we delivered earlier than expected and our supervisor made only a couple of minor changes to the translated text.
- Completed an MA in Bilingual Translation and Interpreting
- Translated over 400,000 words of Scope of Supply documents, detailing technical sheets, installation instructions, regulations and certification, drawn up by engineers and lawyers.
- Assisted EU and non-EU expatriates in complicated bureaucratic procedures related to residence and work permit both as a translator and a liaison interpreter.
- Provided complete trust when translating highly confidential documents and covered with professional indemnity insurance.

# PROFESSIONAL EXPERIENCE

## AZ Languages

2015 – to date

Senior translator at a dynamic, developing translation company dedicated to providing language services to small and medium enterprises, family-run businesses and freelancers with ambitions to go global. Duties and responsibilities include:

Quality assurance and revision of translation projects

Developing best practices in translation and liaison between translators and clients

Proofreading and editing of into Italian translation projects

## Freelance Translator

2012 – to date

Translations in medical, legal, marketing and technical fields for a range of clients on an international scale. Translated over 300,000 words to date, consistently providing quality services.

Some examples of texts translated:

- **Medical** / Technical data and user instruction for a nasogastric device and maintenance instruction for laser eye surgery equipment for two main international healthcare companies.
- **Technical** / 10,000 words in operational and maintenance instructions for one of the biggest fast food chains. Security policies and procedures for the main online marketplace operating internationally.
- **Legal** / 70,000 words in lease agreements, sales contracts, agency agreements, certificates, certified translations, immigration, agency agreements and medical-legal reports, certified translations of certificates for law firms. Recent projects include: 23,000 words in translation of insurance contracts for an international insurance company.
- **Marketing** / Quotes, business letters, business to business strategy presentations, market trend presentations. Recent projects include: 5,000 words of white papers: business intelligence, ecommerce letters, event marketing.

August 2012

## Ma VSI, London Intern

Translated subtitles and voiceover texts, e-commerce website pages and promotions, fashion articles.

Learned about the inside operations of a translation agency and the role of a Project Manager.

Jun 2002 – Dec 2014

## **Assistant to HR Director and Sales Director, Sales Administration Officer Tetra Pak, Italy**

### **Translated:**

- **Technical /** Operational manuals, WCM operating procedures, paper and paperboard materials specifications.
- **Legal /** Contracts and agreements.
- **Sales and Marketing /** Business letters and quotes, customer satisfaction questionnaires and reports, B2B marketing presentations and marketing research presentations.
- **HR /** Employee satisfaction questionnaires and reports, European trade union meeting reports, announcements to employees.

Jan 2001 – Jun 2002

## **Assistant to Managing Director Filling Systems, Italy**

Translated legal documents, sales contracts, agency agreements, business letters and quotes.

Nov 1991 – Dec 2000

## **Translator, Language Teacher, Head Teacher Bénédict Group, Modena, Italy**

- Translated exhibition leaflets, software manuals, business letters, legal documents, general science and general medical articles and educational articles.
- Taught English, Spanish and Italian as foreign languages.
- Oversaw and managed a team of 9 people, including teachers and translators.

## PROFESSIONAL DEVELOPMENT

SDL Trados 2011 official certification (Intermediate Level)  
SDL

Certificate in Medical and Pharmaceutical Translation  
Absolute STW

Il contratto internazionale e la Convenzione di Vienna  
STL Formazione

Translation of Contracts for the International Sale of Goods (CISG)  
Certificate of Attendance

Il diritto per tradurre (Legal Terminology for Italian Translators)  
Archomai Edizioni e Formazione

6 modules:

M4 - Persona, beni, famiglia (Legal Entities, Property, Family)  
Certificate of Attendance

M1 - Capire i contratti 1 (Understanding Contracts, Part 1)  
Certificate of Attendance

M2 - Capire i contratti 2 (Understanding Contracts, Part 2)  
Certificate of Attendance

M14 – Avviamento al commercio internazionale  
Certificate of Attendance  
(Introducing International Trade)

M13 – Le regole della comunità internazionale  
Certificate of Attendance  
(International Community, Rules & Regulations)

M15 – Relazioni internazionali  
Certificate of Attendance  
(International Relations)

Translating Tourism School (4 modules)  
eCPD

## **SKILLS**

### **Languages**

**Italian** | native

**English and Spanish** | verbal and written fluency

### **CAT tools**

SDL Trados 2011 certified (intermediate)

SDL Trados 2014

MemoQ 2014

### **COMPUTER / IT**

Proficient Microsoft Office Suite

Adobe Acrobat X Pro

Adobe Captivate

SAP/R3

various in-house software programs

### **MEMBERSHIP**

AITI (associazione Italiana Traduttori e Interpreti)