

Carla Massa

Mac C. A. dalla Chiesa, 2/1
Monte S. Pietro (BO)
Italy

Dutch-English-Italian translator

PROFESSIONAL EXPERIENCES

- 2008-up to date **In-company Business English courses at:**
Cofimp, Bologna, Italy
Gruppo Girasole Srl, Bologna, Italy
Corradi spa, Bologna, Italy
Beghelli spa, Bologna, Italy
CAE spa, Bologna, Italy,
Ipe Cavalli spa, Bologna, Italy
Macron spa. Bologna, Italy
Promimpresa srl, Bologna
Maccaferri spa, Zola Predosa, BO
Parkeon spa, Casalecchio di Reno
- May 2010 **Exposanità**, Bologna
Dutch-English-Italian medical translator
- 2006- present **Local Manager** – in charge of the Italian office for the French translation agency TradOnline
- 1992-present **Freelance translator and fair interpreter**
Source languages: Italian/English/French/Dutch
Target languages: English/Italian

Medical: Medical (general), Pathologic Anatomy, Pharmaceuticals, Genetics, Biology (tech, chem, micro-), Chemistry - General Hospital S. Orsola, Bologna, Italy

Translation of a book on The Parkinson's Disease, for an English publisher, with the collaboration of S. Orsola Hospital staff (Pathologic Anatomy)

Technical translations and Translation Project Management

GD spa, Bologna, Italy

Coordination of the translation flow, from the quotation making to the final delivery of a project, in compliance with the agreed deadlines and with the expected levels of quality.

Translating/Editing: automation instruction manuals, operator manuals, safety manuals, maintenance manuals, user manuals, machine dictionaries, contracts, glossaries, website localization, touristic websites, patents, financial documents for Milano Finanza and Zurich Investments

Other companies: BMW, Suzuki, Teko-Telekom, Samsung, Siemens, Carpigiani, Datalogic, Microsoft, Alstom

Other fields: Marketing, Tourism, Communication, Literature, Website, IT Hard- and Software Localization, Telecommunication, Electronics

- 2005-2006 **Teacher of English Language and Literature**
High school, Liceo Scientifico "Malpighi", Bologna, Italy
- 1998-2000 **Teacher and Coordinator of English for individual and group lessons**
"Inlingua" private school, Modena, Italy
- 1995-1996 **Marketing Manager Assistant (Stage)** - Chamber of Commerce, Bologna, Italy
Consultancy, Optimization, Keyword Advertising, Access Analysis, Marketing Research Reports, Marketing Management Manual, Promotion Leaflets, Web Marketing, Tourism promotion
- 1993-1994 **Market Researches in the medical field**, ISIS, London
Market researches to present a new medicine for the treatment of the esophagus cancer
- 1989-1992 **Teacher of the Italian and English languages** "Nieuwvalenpraktikum" Uden, Holland
- 1987-1990 **CEO personal assistant**, "Wooden Folks", Beneden-Leeuwen, Holland
- 1985-1987 **Teacher of French**, Technical Institute "Interstudio", Latina, Italy
- EDUCATION**
- 2000-2001 **Post-degree course for "Marketing Organization Management"**, Seneca Institute, Bologna, Italy. Main subjects: Organization of Meetings, Informatics, Accounting, English, Interacting.
- 1994-1995 **Master in "Responsible for International Co-operation and Joint-Venture Projects"**, CEFAL, Bologna, Italy. Subjects: International Law, Marketing, Interacting, Services to Enterprises, Community programs for the internationalization of enterprises, Business English and French, Computer Science.
- 1983-1986 **Degree in Foreign Languages and Business Administration**: English, Dutch, French, Spanish, University of Rome "La Sapienza", Grade:110/110 with honours.
- 1984-1985 **Translation course from English and French to Italian and vice versa**, Linguistic Advice Centre, Rome, Grade: A.
- 1983-1984 **Course for "Teaching Italian as a Foreign Language"**, Koiné Centre, Florence, Italy
- 1978-1983 **General Certificate of Education, "Liceo"**, specializing in scientific studies, G. B. Grassi, Latina, Italy, Grade: 54/60

(During the academic studies, I attended courses abroad to improve the knowledge of the languages studied and took part in a project called "The Spontaneous Conversation in English: a Research in the Field", presented at the Conference of Reims quoted

below).

Presentation of an essay entitled "Being one of the group" at the 6th International Pragmatics Conference, Reims (France).

FOREIGN LANGUAGES

Italian - (mother tongue)
English - excellent (written and spoken).
Dutch - excellent (written and spoken).
French - good (written and spoken)
Spanish - good (written and spoken)
German - learning

COMPUTER SKILLS

Windows '98, 2000, XP (Office Packet, Page Maker, Power Pont, Lotus Smart, Internet).
Years of experience: 12 (twelve).

TRANSLATION CAT TOOLS USED

Trados
Sdlx
Passolo
Transit
Catalyst

Reference upon request .

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