



Antonia Tofalo

Legal and Technical Translations – EN, DE, FR

VAT No.: 04992070658

Translator on the Roll of Experts at Salerno's Court (no. 17/2004)

Translator on the Roll of Experts at Chamber of Commerce in Salerno (no. 972)

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Working Languages

Source languages:

English, German and French

Target language: Italian

Translation, localization and proofreading service for companies and individuals who prefer a direct contact with the translator and would like to use a high quality service.

I am specialized in scientific, technical and legal texts **from English, German and French into Italian**. As an expert in the translation industry, I know how important it is to translate your statements clearly and doubtlessly using correct terminology: *accuracy* is supremely important and *your satisfaction* is my primary concern!

Education

Several years abroad in the United Kingdom, Germany, Switzerland and France

- ✓ **Degree in Interpreting and Translation** (EN, DE, FR), achieved in 2003, Perugia, Italy
- ✓ **Degree in Foreign Languages** (English, German and French), achieved in 2001, University of Salerno, Italy
- ✓ Advanced **SDL Trados** course by CAT-Trainer, October 24th, 2008
- ✓ **Multiterm** course by CAT-Trainer, November 26th, 2008
- ✓ **Course in Legal Translation** (linguistics, methodology, company documents, contracts, procedural documents), by AGT - Arianna Grasso, 10-2016/02-2017
- ✓ **Course "Law in Translation" – 2-year course** by Archomai – Luca Lovisolo

Rolls

- ✓ Professional Translator on the **Roll of Experts at Salerno's Court** (no. 17/2004)
- ✓ Professional Translator on the **Roll of Experts at Chamber of Commerce in Salerno** (no. 972)

Services

Translation

Proofreading

Localization

Certification and legalization

24/7 available

Translation and proofreading of:

Technical manuals (industrial machines, medical devices, household appliances, operation instructions, etc.), IT, computer software and hardware documentation, fashion and clothing material, standard documentation (newspaper articles, information and advertising brochures, company newsletters, business correspondence, guides, catalogues), etc.

Localization of:

- Websites
- Software
- Help online

- Documentation
- Certification and legalization of:**
- Passports, ID cards, certificates, and any other personal documentation
 - Curricula, studies certificates, diplomas, and any other academic documentation
 - Power of attorney, testaments, and any other notarial documentation
 - Commercial invoices, contracts, articles of incorporation, and any other corporate documentation, procedural documents

Computer and Software

CAT-Tools: SDL Trados Studio 2017, SDL Trados 2007 Suite Freelance, Multiterm 2017, Passolo 2011, Xbench, Idiom WorldServer, memoQ 2017

SDL Trados user
memoQ user

DTP software: Microsoft Office 2013, Adobe Acrobat 7.0 Pro, Adobe Photoshop, Quark Express, Pagemarker, InDesign, etc.

Professional guidelines

- ✓ accept only assignments that I have the knowledge, resources and time to do well
- ✓ disclose, prior to accepting any assignment, any biases that may have relevance
- ✓ agree, before work starts, what is to be delivered, on payment amount, timing and currency
- ✓ treat all sensitive information as confidential
- ✓ deliver a high professional standard work
- ✓ always meet agreed-upon terms

Rates

Rates depend on the word count in the source language, the level of difficulty of the text, the delivery time and the file format. The rates for legal translations depend on the kind of document. My standard rates (net of tax) are:

Translation: 0.08 €/word

Proofreading: 0.04 €/word

Trados rates:	Repetitions - 100% matches	15%
	95% - 99% matches	20%
	85% - 94% matches	50%
	75% - 84% matches	75%
	No Match - 50% - 74%	100%

Payment conditions

Within 30 days from the date of invoice via bank transfer or PayPal.

International Bank Details

Account holder: Antonia Tofalo

IBAN: IT97B0103015205000000075079

Swift code: PASCITMMSAL

Bank name: Banca Monte dei Paschi di Siena S.p.A.

Address: Salerno Ag. 4 -Via B. Gaeta (Sa) – Italia

PayPal: sorridisempre@gmail.com

Experienced - Result oriented - Cost effective