

# Claudia Letizia

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## Summary

I am a multilingual (**ITA, ENG, DE, FR**) translator and proofreader with over 10 years of professional experience. I specialize in the proofreading of **academic articles** in English and in the translation of **marketing, food** and **health** related material (with **ITA** and **ENG** as a target language). I am also really good at analyzing and structuring information, I have a natural talent for perceiving patterns and organizing data and ideas and I have experience with online marketing and **copywriting**.

## Languages

Italian	Native
English	Native
German	Proficient
French	Proficient
Spanish	Beginner

## Education

### Albert-Ludwigs Universität Freiburg

Graduated March 2013

Master's Degree in European Linguistics

Here I have been introduced to all the major branches of linguistics and had the chance to look more in depth at those that were particularly interesting to me, such as Pragmatics, Sociolinguistics, Morphology and Typology.

I also took an internship with the well-known prof. Dr. Ekkehard König, during which I mostly worked on Contrastive Linguistics.

I also took several language classes, including French, Spanish and Russian, to improve my understanding of European languages.

### University of Palermo

Graduated July 2008

Bachelor's in Translation and Intercultural Competence

This degree course provided me with a solid understanding of the English language, its grammar and syntax and, to a lesser degree, its history and literature. I also studied French, German and Russian on a more basic level.

The program focused on intercultural competence and on translation, addressing them on a practical and on a theoretical level, and touched on some branches of sociology.

## Professional Development

**After graduating I have taken a few courses on a range of topics that were interesting for me as a translator.**

Here is a non-exhaustive list of the courses:

- Translating in the Kitchen
- Food, Nutrition and Health
- Social Psychology
- Clinical Terminology for International and U.S. Students

- Introduction to Pharmacy
- Business School for Translators
- Keeping Up with Translation Technology
- In-depth Course on Medical Translation
- Write to Ignite: Master the Art of Sales & Copywriting
- Editing and Proofreading

## Employment History

### Booking.com

Freelance Translator

Freiburg, Baden-Württemberg

November 2012 - October 2018

I translated almost **5 million words** for Booking.com over a period of around 5 years. After a brief **training period**, I translated hotel descriptions from English into Italian conforming to their guidelines regarding the tone and style of the target text. Booking.com performs **regular quality assessments** which I always passed with full grades.

### Organic Translations

Head Translator and Proofreader

Freiburg im Breisgau, Baden-Württemberg

January 2009 - Present

I have worked as a freelance translator for over 10 years. I translate **from English into Italian** and **from Italian into English** and I proofread both languages. I also accept jobs from **French and German into English/Italian**.

Here is a list of the topic/areas I worked with:

#### Health

Proofreading of academic articles in cardiology, gynecology, neuro-biology and neuro-linguistics;  
Translation of medical devices descriptions, surveys, description of neuro-psychiatric disorders, nutritional recommendations, book chapters, patient brochures.

#### Food

Packaging, printing, food labeling, description of regional products, recipes, description of organic products, company websites, menus, nutritional advice.

#### Marketing

Marketing material for businesses operating in following sectors: health, food, fashion, tourism and organic/natural cosmetics.

#### Linguistics and Education

Proofreading of academic articles in comparative and historical linguistics;  
Translation of quizzes and fliers for language courses, teacher's public speeches, university web pages, course descriptions.

#### Other

Tourism, contracts, certificates, psychology, sociology, theater studies, civil and mechanical engineering, architecture, industrial manuals, marketing material, CVs, cover letters.

### Coursera's Global Translator Community

Translator

January 2015 - Present

Through Coursera I translate **subtitles** for online courses held by the most prestigious universities world-wide.

These are some of the lectures I have translated:

- Stanford Introduction to Food and Health
- Reading Nutrition Labels
- Anatomy: Musculoskeletal and Integumentary Systems
- The New Nordic Diet - from Gastronomy to Health
- Sensory Evaluation of Food

### Step Forward GmbH

Online Marketing Manager

Freiburg, Baden-Württemberg

November 2018 - Present

I am developing and implementing online marketing strategies for this company. The job also involves **copywriting**

and creating content for German customers. The company operates in the **health/medical sector**.

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### **University of Freiburg**

Research Assistant

Freiburg, Baden-Württemberg

February 2013 - September 2013

For half a year I worked as a research assistant for Dr. B. Irslinger at the University of Freiburg. My tasks included reading linguistics articles in ENG, FR, DE and ITA and reporting on them in ENG in written and oral form, carrying out literature research and **proofreading English-language academic articles** in preparation for publication. I still keep in touch with my former employer to proofread all her articles in English.

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### **Sprachlehrinstitut (SLI) der Albert-Ludwigs-Universität Freiburg**

English Tutor

Freiburg, Baden-Württemberg

September 2010 - December 2010

I worked as an English tutor for foreign students who came to Freiburg to learn German and English. My main tasks consisted in manning a helpdesk for the students and in organizing activities where they could use their English outside of the class environment.

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### **iEEG and Brain Imaging Research Group,**

General Assistant

Freiburg im Breisgau, Baden-Württemberg

June 2010 - December 2010

My job involved:

- Proofreading scientific papers written in English
  - Secretarial work
  - Marking patients' behavior
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## Hobbies & Interests

When I am not working or playing with my daughter, I read both fiction and non-fiction, I watch thriller and science fiction movies, I go to food fairs, tastings and other similar events and I spend some of my time learning how to draw.

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## Professional Skills

Microsoft Windows	Advanced
Microsoft Word and Excel	Advanced
10 Fingers Typing	Advanced
Computer-Assisted Translation	Competent
Building Landing Pages	Competent
Facebook Ads	Competent

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## References

### **Dr. Irslinger, Britta**

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University of Freiburg

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### **Ronayne, Dominic**

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