

CURRICULUM VITAE

GABRIELLA TINDIGLIA

Freelance Translator

Source languages: French, English, and Spanish.

Target language: Italian.

Areas of Expertise: Law, EU Law, International Law, Commerce, institutional and business correspondence, and press releases.

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PERSONAL DATA

Date and Place of birth: 26th November 1975. Messina (Italy).

Nationality: Italian.

VAT number: IT02954610834.

Registered at the Court of Messina as Court-appointed Expert under no. 86.

Registered at the Chamber of Commerce of Messina as Expert Translator under no. 356.

PROFESSIONAL EXPERIENCE

In the translation field

- 2019-2006 - Freelance translator. Cooperation with agencies and direct customers. Types of documents translated: Employment agreements, service agreements, agency agreements, distribution agreements, non-disclosure agreements, articles of association, minutes of meetings, corporate documents, financial statements, witness statements, judgments, criminal records, arbitration awards, powers of attorney, birth, marriage and death certificates, school and university diplomas, transfer pricing documents, EU documents (from European Parliament, European Commission, and EUIPO), institutional and business correspondence, and press releases.
- April-May 2014 - Internship at the Prosecutor's Office of Turin. Tasks: translations of outgoing requests for legal assistance, summons to appear, and authorisations under Article 14 of Italian Law on immigration.
- September/November 2005 - Internship at "Intermediate srl", translation agency, Rome, Italy. Main tasks: translations, proofreading, and editing.
- April/June 2005 - Study visit to the Congress of Local and Regional Authorities of the Council of Europe (CLRAE), Strasbourg, France. Main tasks: activity of research on concrete opportunities for cooperation among the Local and Regional Authorities of the Adriatic area in the fields of tourism, infrastructure, and transport; correspondence with the local and regional authorities concerned; translation of CLRAE documents.
- 2004 - Internship at "Kelly Vanden Berghe & Associates, Interpreting/Translating", Cork, Ireland under the European Programme Leonardo da Vinci. Main tasks: assistance for translations into Italian, and secretarial duties (e.g. creation of a database with all service providers cooperating with the agency).

In other fields

- February/May 2006 - Temporary employment agreement at the Ministry of Communications, Rome, Italy. Main tasks: secretarial duties and data entry.
- February/May 1999 - Temporary agreement for students under Article 13 of Law No. 390/91 concerning the Right to University Studies - Law Department Library, University of Messina. Main tasks: customer support to users, cataloguing of books and specialised reviews, management of book loans.

EDUCATION

- 2018-2006 - Attendance to various courses and workshops on general and specialised translation organised by Italian training bodies, colleagues, and Proz website (please see profile). Certificates of attendance.
- 2013-2014 - Master's Degree in Legal-Administrative Translation - University of International Studies of Rome (UNINT) (Italy) in cooperation with Agenzia Formativa TuttoEuropa (Turin - Italy). Top marks. Main subjects: English, French, General and Legal translation, Proofreading, Law, and Trados.
- 2005 - Master's degree in Legal Translation (French, English) - University of Genoa (Italy) - Top marks. Main subjects: Legal translation, Common Law, Civil Law, and Proofreading.
- 2002 - Postgraduate course in "Scienze Internazionali e Diplomatiche" (International Relations/Diplomacy) at the University Institute of European Studies - Turin (Italy). Main subjects: History, International Law, EU Law, Economics, English, and French. Certificate of attendance.
- 2000 - Bachelor's degree (four-year "Laurea") in Political Science, specialisation in international relations, University of Messina (Italy). Top marks with honours. Dissertation title: "The new European Court of Human Rights". The research I carried out for my final dissertation required to analyse the Court's judgments, therefore their translation from either English or French into Italian. During my university course, I spent five months at the Copenhagen Business School as an Erasmus student (1998).
- 1994 - High School Diploma. Main subjects: English, French, and Spanish. Top marks.

STUDIES ABROAD

- August 2010 - French language course. Accent Français - Montpellier (France).
- August 2007 - English language course. Education English Culture - Malta
- August 1997 - English language course. Hertford College - Oxford (UK).
- August 1993 - French language course. Maison des élèves de l'École centrale des Arts et Manufactures - Paris (France).
- July 1992 - English language course. International House - Reading (UK).

RELEVANT SKILLS

Languages

Fluent English: Certificate in Advanced English - CAE (2003); IELTS Academic (2013).

Fluent French: DELF 2nd degré (2002).

Good Spanish: DELE (2016).

IT Skills

Daily use of Word, PowerPoint, Excel 2007, and Adobe Reader DC.

Operating System: Windows 7. Internet ADSL flat.

CAT Tools: Working knowledge of Trados Studio 2017 and XTM. Basic knowledge of Translator Workspace, MemoQ, and Memsources.