

SIMONA MUOIO

SKILLS

- All Major CAT tools
- Experience building glossaries and style guides
- Testing, QA, MT Post-Editing

EXPERIENCE

- Translation, Editing and Proofreading
- QA and MT Post-Editing

Work with direct clients (reputable institutions, individuals, companies) as well as translation agencies and publishing companies in US and Italy.

Sample work:

- ⇒ Alitalia Part-Time Ground Staff, Customer Service, Check-in Agent c/o AirFrance, Klm, AirEuropa;
- ⇒ Medical, pharmaceutical, insurance, legal, financial, tax, health related brochures, human resource, e-learning educational software, government websites, academic documents;
- ⇒ Hardware & software: html, xml, po, csv, and other technical files;
- ⇒ Legal, marriage, divorce and birth certificates, school transcripts.

OBJECTIVE

- High-end language services
- Reliable and very professional
- Respect and value client confidentiality
- Respect and meet deadlines
- Ensure delivery of quality work



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EQUIPMENT AND SOFTWARE

- Versatile in PC and Mac
- Wordfast, SDL Trados, Across, Workbench

EDUCATION

- **BACHELOR'S DEGREE** in **LANGUAGES** (English, Spanish and French) from **University of Rome**
- **GCSE** exam : Diploma in Languages
- EF INTERNATIONAL SCHOOL OF ENGLISH c/o **Fordham University**
- Full-time course in English at **EF INTERNATIONAL SCHOOL OF ENGLISH Los Angeles**
- Certified freelance translator by **SELVA ASSOCIATION LLC**

REFERENCES

Available upon request

