



## FEDERICA GUIZZO

English, French, Russian to Italian translator  
Specializing in legal and financial translations  
Member of AITI – Associazione Italiana Traduttori e Interpreti

### PERSONAL INFORMATION

Permanent address: Via Cal Longa 19, 31010 Farra di Soligo, Treviso, Italy  
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### WORK EXPERIENCE AS SELF-EMPLOYED FREELANCE TRANSLATOR

From 03/09/2011 to present

**Translation and proofreading** for various translation agencies and direct clients, mainly in the **business & financial sector** (i.e. financial statements, management reports and notes to financial statements, accounting firm opinions, transfer pricing, comparative economic analysis, financial information on investment funds, market performance, minutes of meetings, industry and business unit analysis, corporate governance) and **legal field** (i.e. agreements of all kinds, **GDPR, privacy policies**, shareholder agreements, articles of association, incorporation acts, tax audit reports, Chamber of Commerce surveys, hearings, arbitrations), as well as other reports and disclosures, media marketing, **contracts** and other documents.

### OTHER WORK EXPERIENCE

- 08/08/2011 – 02/09/2011     **Intern as in-house translator and proofreader** at CTI - Communication Trend Italia, **translation agency** based in Via Palestina 31, 20124 Milan, Italy (www.cti-communication.it)  
*Proofreading, translation and pre-translation IT-EN-FR-RU (fields: economic, financial, legal and medical)*
- 26/06/2008 – 30/06/2011     **Junior Project Manager** (FR, EN) at Mobil Project S.p.A., Via Friuli 7, 31020 San Vendemiano, Treviso, Italy (www.mobilproject.it), **Contract Furnishing Service** within the **luxury industry**  
*Drafting and translation of tenders/offers, issuing of purchase orders, correspondence/contacts with clients/suppliers/sub-contractors, invoicing, logistics*
- 12/12/2007 – 30/05/2008     **Intern** within the **Leonardo da Vinci programme** at Eurologos Group-Head office, **translation agency** based in Chaussée de Louvain 550, 1030 Brussels, Belgium (www.eurologos.com)  
*Translations EN-FR-IT (fields: business, economic, financial, scientific, technical, advertising), setup of Russian website, general secretarial work, coordination with the other Eurologos offices for translation of the company website*
- 15/02/2006 – 03/06/2006     Subtitler and translator for *Académie de France* in Rome (Villa Medici), Italy, on the occasion of the *Festival International de Rome* (from May 23<sup>rd</sup> to 31<sup>st</sup>, 2006)  
*Subtitling of the movie "Reporters" by Raymond Depardon*
- 06/04/2006 – 10/04/2006     **Interpreter** (IT-FR-EN-RU) during the Beauty Trade Exhibition COSMOPROF 2006 in Bologna, Italy, for the company Tecnosun, Via Gavardina /F1, 25081 Bedizzole, Brescia, Italy (www.tecnosun.it), producing equipment for solariums and spas
- 30/06/2005 – 10/07/2005     **Attaché** for the **Georgia** delegation during the **2005 EYOF (European Youth Olympic Festival)** in Lignano Sabbiadoro, Udine, Italy
- July 2004  
(176 hours)     **Intern as Account Executive** in the **Foreign Trade Office** of Corazzin Group s.r.l., Via Sernaglia 52, 31053 Pieve di Soligo, Treviso, Italy (www.corazzingroup.it), **furniture industry**

## EDUCATION, TRAINING COURSES AND LIFE-LONG LEARNING

- 20/01/2012 – 03/05/2013 (92 hours) “Kommunika” training course held by Luca Lovisolo ([www.k-kommunika.ch](http://www.k-kommunika.ch)) on Italian law and technical vocabulary  
**Law for translators.** Criminal procedure / Criminal law / Civil procedure / Company documents and compliance / Agreements and international contracts
- 04/03/2011 – 22/07/2011 **Master’s in Economics and Finance for translators and interpreters** at CTI Communication Trend Italia, Via Palestrina 31, 20124 Milan, Italy ([www.cti-communication.it](http://www.cti-communication.it))  
Theory and translation of economic and financial texts from **English** into Italian (accounting, financial statements, international treaties, stock exchange terminology, banking terminology)
- 18/07/2007 **“Diploma di Laurea specialistica in Traduzione Tecnico-Scientifica” (Two Year Master’s Degree in Technical Scientific Translation)**  
At **SSLMIT (Advanced School of Modern Languages for Interpreters and Translators)**, Via Filzi 14, 34132 Trieste, Italy. Final mark: 108/110. Languages studied: **French** (first language) and **Russian** (second language). Subjects: Technical scientific translation and language activities, Ethnolinguistics, Private law, Private comparative law, Private law of European Community, Marketing and Sciences for translators.
- 03/03/2005 **“Diploma di Laurea di primo livello in Traduzione e Interpretazione” (Three Year Bachelor’s Degree in Translation and Interpreting)**  
At **SSLMIT (Advanced School of Modern Languages for Interpreters and Translators)**, Via Filzi 14, 34132 Trieste, Italy. Final mark: 108/110. Languages studied: **French** (first language), **Russian** (second language) and **Spanish** (third language). Subjects: Language activities, Translation, Liaison interpreting, Economics of international trade, European Community Law, Ethnolinguistics and Linguistics.
- Academic Year 2000-2001 University studies in **Languages and foreign literature**  
At the University of Trieste, department of Languages and foreign literature, Via Lazzaretto Vecchio 8, 34123 Trieste, Italy. Languages studied: **English** (first language) and **French** (second language). Subjects: Language activities, French and English literature, history of the Balkans, French philology.
- 14/07/2000 “Diploma di maturità scientifica” (State High School for Scientific Studies Diploma)  
From the Liceo Scientifico (High School for Scientific Studies) “Marco Casagrande”, Via Stadio 7, 31053 Pieve di Soligo, Treviso, Italy.

## PERSONAL EXPERIENCE

- 04/09/2006 – 09/09/2006 (40 hours) “New Russia and New Europe” International Forum in Russian language for tourism and business, level B2, Merano (Bolzano), Italy, organized by Associazione culturale Rus’
- 13/10/2003 – 16/12/2003 University exchange at МГЛУ (*Московский Государственный Лингвистический Университет* – Moscow State Linguistics University, MGLU), in **Moscow**, to attend Russian language courses

## FOREIGN LANGUAGES

Italian	Mother tongue
French	Excellent speaking and writing (C2)
English	Very good speaking and writing (C1)
Russian	Good speaking and writing (B2)
Spanish	Basic (A2)

## COMPUTER SKILLS

**SDL Trados Studio 2017 Freelance** (CAT tool), **CMS** (Content Management System), **Desk Engine** (management software).

## VOLUNTEER EXPERIENCE

Clown doctor at AVS - Associazione Veronica Sacchi (voluntary organization), Milan.