

ROLANDO MONTECALVO

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Biographical data

Date of birth: 23 Nov 1970

Marital status: Married

Religion: Catholic

Native languages: English, Italian

Other languages: German, French,
Spanish

Citizenship: Italy/EU



Summary of Qualifications

- Meticulous **editor** with wide-ranging experience in a variety of editorial projects, having worked in-house at two leading publishers (Oxford University Press and Penguin) as well as on numerous freelance assignments. Solid command of several major style guides (APA, Chicago, MLA).
- Highly **versatile writer** with extensive experience in corporate and customer communications, including marketing collateral, press releases, business plans, company web sites, legal contracts, employee newsletters, end-user documentation and content marketing (online articles, blogs, social media posts). Portfolio at <https://www.clippings.me/rolandomontecalvo>.
- Proven **organizational and team management skills**, having supervised large collaborative projects, product development efforts and teams of both in-house and contract staff.
- Accomplished linguist **fluent in several languages** and accustomed to working in multinational settings, with work experience in the US, India, Thailand, Switzerland and Cambodia.

Employment Record

Freelance Content Writer & Editor

2012–Present

Self-employed (New Delhi, India; Geneva, Switzerland; Phnom Penh, Cambodia)

- For **Cambridge Proofreading & Editing LLC** (Chicago, Illinois), **Wordvice** (Seoul, Korea) and **Charlesworth Author Services** (Huddersfield, UK): Completed 300+ editing assignments totalling over one million words, consisting primarily of academic journal articles in the social sciences.
- For **Prospera**, a partnership for development between the Australian and Indonesian governments: Ongoing editorial support in the preparation of annual and semi-annual reports, policy briefs, market analyses and newsletter content.
- For the Cambodian office of **SNV Netherlands Development Organisation**: Ongoing editorial support in the preparation of progress reports, how-to guides, case studies and news stories.
- For **William Bissell**, philanthropist and managing director of Fabindia (New Delhi, India): Researched, ghost-wrote, edited and published a 600-page book on systems change, [*The Next Enlightenment: Reimagining Consciousness, Wealth, and the Future of Humanity*](#). Created a companion web site and developed multimedia content.
- For the **World Trade Organization** (Geneva, Switzerland): Edited two books on [trade multilateralism](#) and [trade dispute settlement](#).
- For **LUZ, Sàrl** (Lausanne, Switzerland): Six-month, in-house project in the marketing department of this language services company to create a series of solution briefs promoting the firm's B2B services (translation, linguistic validation, e-learning).
- For **Arastan** (Bangalore, India): Wrote [11 online articles](#) on craft heritage, artisanal production and sourcing travel to create and maintain a strong narrative identity for this luxury e-commerce firm.

Communications Manager2009–2011

CarPass Information Services Co., Ltd. (Bangkok, Thailand)

CarPass was a technology start-up in the field of telematics, including a pioneering usage-based motor insurance platform. It ceased operations in 2014.

- Wrote business plan, including operational plan, marketing strategy and pro forma financials.
- Elaborated business requirement specifications for a fully automated software platform capable of delivering GPS-enabled services to all users—motorists, insurers, brokers and emergency assistance providers—online and in real time.
- Directed all the firm’s communication projects, including:
 - drafting of legal documents (terms of use, privacy policy, service provision agreements)
 - scripting and development of a cartoon animation to educate customers;
 - drafting and design of end-user documentation and online help;
 - development of an instructional video to demonstrate installation of hardware;
 - web site content development.
- Negotiated service provision contracts with partners and vendors, including providers of automotive services, EMS, digital mapping and call centre services.

Corporate Trainer2007–2008

English Solutions (Bangkok, Thailand)

English Solutions offered corporate training, business English instruction, standardized test preparation and language consulting services.

- Taught business English courses to student groups in the retail, hospitality and services industries, including beginner-level salespeople and advanced-level senior executives.
- Tutored individual corporate and diplomatic clients.
- Held test preparation classes for standardized exams (GMAT, GRE, TOEFL).

Contract Editor2004–2006

Penguin India (New Delhi, India)

Rebranded as Penguin Random House India, Penguin India (penguin.co.in) remains the largest English-language trade publisher in the Indian subcontinent.

- Edited, proofread and appraised 12 fiction, non-fiction and reference books.

Project Manager2001–2003

LUZ, Inc., Translation & Localization Solutions (San Francisco, California)

LUZ was a specialist language services provider to corporate clients in the medical industry. It was acquired by RWS Life Sciences (www.rws.com) in 2017.

- Managed large translation projects for clients in the medical devices and pharmaceuticals industries by coordinating freelance translators, editors, designers and reviewers.
- Advised clients on translation/localization procedures and technologies; re-structured client operations to streamline translation processes.
- Edited all documents translated into English, including clinical trial protocols, informed consents, clinical reports, medical journal articles, patents, SOPs, etc.
- Recruited and selected new freelance and in-house personnel; trained new in-house staff in production procedures, editing guidelines, foreign language formats and regulatory affairs.

Instructor1997–2000

University of California (Berkeley, California)

UC Berkeley (www.berkeley.edu) has a student population of over 30,000. It is the oldest and most prestigious institution of higher education in the University of California system.

- Developed and taught undergraduate courses in Western literature, English composition and elementary Italian and German languages.
- Created syllabi and selected reading materials. Responsible for lectures, leading discussion, and grading exams and essays.

Assistant Editor1994–1996

Oxford University Press (New Delhi, India)

A department of the University of Oxford, OUP (www.oup.com) is the largest university press in the world, with a focus on educational and academic titles.

- Developed mathematics and science textbooks for secondary school curricula.
- Appraised new book proposals and liaised with both new and established authors.
- Analysed the educational publications market to monitor and assess competitive trends.
- Contributed to design and illustration of textbooks using DTP software.

Copyeditor1993–1994

Frost & Sullivan (Mountain View, California)

Employing 1,800 analysts and consultants in 40 global offices, Frost & Sullivan (www.frost.com) is a leading market research and consulting firm.

- Copyedited and fact-checked reports and business forecasts on US and European markets for computer and hi-tech industrial products. Evaluated content and style of reports.

Education

Executive **MBA** (Feb. 2009)

Sasin Graduate Institute of Business Administration

Chulalongkorn University (in partnership with Kellogg School of Management)

Bangkok, Thailand

PhD Comparative Literature (Dec. 2000)

University of California

Berkeley, California

BA Physics (June 1991)

Wesleyan University

Middletown, Connecticut

Computer Skills

General: Microsoft Office (Word, Excel, PowerPoint), Acrobat

Layout/DTP: PageMaker/InDesign, Illustrator, QuarkXPress, Visio, FrameMaker

Content management: WordPress

Translation memory: Trados/SDLX