





PERSONAL INFORMATION



TOMASO BERTOLINI – LAWYER/LINGUIST

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Sex Male | Date of birth 27/11/1978 | Nationality ITALIAN

PERSONAL STATEMENT

- Certified and professional Lawyer/Linguist;
- 10 years' experience working as translator of legal and business texts and 4 years as paralegal;
- Translator from English, Spanish, Portuguese and French into Italian;
- Long-term relationship with the European Court of Justice;
- Long-term relationship with top translation companies worldwide: Transperfect USA (#1 company worldwide), WeLocalize (#3 company worldwide).
- Main private end clients: Bayer, General Motors, Google, Pfizer, UPS, Dell, Airbnb, Uber, United Airlines, Monsanto, Microsoft;
- Certified PRO by Proz;
- Experienced user of Trados 2017 and Wordfast PRO 5.

EDUCATION AND TRAINING

2012-2013 **Master's Degree in Legal Translation obtained with MERIT (110/110 cum laude)**

Faculty of Foreign Languages - University of Genoa – Italy

- Translation of contracts, judgments, patent applications, corporate documents and law texts in general
- Principles of Common Law and Contract Law
- Translation software (SDL Trados, Wordfast Pro, etc)

2005-2006 **Master's Degree in International Economic Cooperation**

Faculty of Economics - University of Pavia - Italy

- Economics and Development Economics
- Human Development and current trends
- Project design and management

1998-2003 **Degree in Law**

Faculty of Law – Catholic University of Milan – Italy

Final dissertation prepared during a 6 months' internship at the Food First Institute of Oakland, California, United States.

Participation in the ERASMUS student exchange programme at the ESADE Business and Law School of Barcelona during a period of 9 months.

WORK EXPERIENCE

2008-to present

Freelance Translator of Legal and Business Texts

Self-employed since 2008. I have translated for clients based throughout the EC and U.S. including: private clients, international organizations, translation agencies, non-governmental agencies. My main fields of expertise are: contracts, agreements, court submissions, clinical trial documents, insurance policies, commercial, corporate and legal texts in general. My main current clients are: the European Court of Justice (4 years' framework agreement), Transperfect (USA), WeLocalize (USA). Main current end clients: Bayer, General Motors, Google, Eaton, UPS, Dell, Airbnb, Uber. Language combinations: ENG-ITA, SPA-ITA, FRE-ITA, POR-ITA

2006-2009

Human Rights Officer

For the Italian NGO VIS in Lebanon

Main tasks and responsibilities:

- Ensure the integration of human rights in all the activities to be carried out by the Office
- Review, monitors and evaluate activities and manage projects relating to the implementation of international human rights instruments
- Ensure the overall project management, including overseeing the preparation of cost plans, mid-year reviews, reporting requirements, budget, allocations and expenditure reports
- Promote a human rights based approach in the strategic planning of the local partner

2005-2006

Paralegal

At the United Nations Office of the High Commissioner for Human Rights in Geneva.

Main tasks and responsibilities:

- Undertake legal research, consultation and liaison to gather information on specific issues
- Analyze government reports and file claims
- Translate documents and reports into Italian/Spanish

2003-2005

Paralegal

At the office of the attorneys Dino Tarabini-Luca Passarelli in Morbegno /Sondrio) – Italy.

Main tasks and responsibilities under the supervision of experienced lawyers:

- Prepare and draft legal documents, such as wills, deeds, and patent applications.
- Contract drafting
- Basic lawyer-level litigation or transactional work.

PERSONAL SKILLS

Mother tongue

ITALIAN

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	C2	C2	C2	C2	C2
SPANISH	C2	C2	C2	C2	C2
FRENCH	C2	C2	C2	C2	C2
PORTUGUESE	C2	C2	C2	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills Good communication skills gained through my experience as Lawyer and Project Manager

Organizational / managerial skills Good organizational / managerial skills.
 ▪ leadership (responsible for a team of 6 people)
 ▪ capacity to work under pressure and meet deadlines

Job-related skills Highly specialized, accurate, reliable and fast

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Proficient user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- good command of main translation software (Trados, Wordfast, Déjà vu, Memoq)
- good command of office suite (word processor, spread sheet, presentation software)

ANNEXES

- Copies of degrees and qualifications;
- Reference letters;