

Francesca Moletta
Technical Translator, Proofreader
(ITALIAN NATIVE SPEAKER)



CONTACT DETAILS

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PERSONAL DATA

- **Name and Surname: Francesca Moletta**
- **Year and place of birth: 1976, Vicenza - Italy**
- **Nationality: Italian**

LANGUAGE COMBINATIONS

- **English > Italian**
- **French > Italian**

WORK EXPERIENCE

Since May 2003 - Current FULL TIME job:

- **Freelance Translator, Proofreader** (see below my fields of expertise).

Customers: Translation Companies and Direct Clients from all over the world.

February 2002 – April 2003

- **Project Manager and Proofreader** in an Italian Translation Company

Tasks:

- Management of Translation projects** (from customers' request to translation delivery)
- Proofreading**
- Translation**

March 2000 - February 2002

- **Freelance Translator, Proofreader and Interpreter**

Customers: Translation Companies and Direct Clients from all over the world.

October 1999 – April 2000

- **Italian language assistant** in a French High School

EDUCATION

March 2001

- **Master's Degree in Translation** issued by the Advanced School of Modern Languages for Interpreters and Translators of Trieste (Italy)
- **Languages: English and French**
- **Final mark: Top mark with honours**

April 2001

- **Certificate of Business English** issued by the Language Centre of Ireland of Dublin

May 2001 – November 2001

- Preparation to the **Translation Science** doctorate admission exam

June 1996

- Certificate of **Business French** issued by the French Chamber of Commerce of Paris

June 1995

- High School Diploma in **Languages**

RESIDENCE ABROAD

OTHER LANGUAGES

Hull – United Kingdom: academic year 1996/97
Participant in Erasmus Project at the University
of Hull

- **Spanish: advanced**
- **German: intermediate**
- **Romanian: basic**

**Aix-en-Provence - France: from 10/1999 to
02/2002; student, teacher, freelance translator.**

HARDWARE AND SOFTWARE EQUIPMENT

- **O.S.: Windows XP**
- **C.A.T.: Wordfast**
- **Acrobat Reader 9.0**
- **Acrobat Writer 4.0**
- **PDF Converter**
- **Office 2003**
- **Desktop PC and laptop PC**
- **ADSL connection**
- **Printer/Scanner/Copier/Fax**
- **Webcam**

FIELDS OF EXPERTISE

(further references on request)
(main sectors in blue)

- **Technical texts:**
 - ❑ **air conditioning;**
 - ❑ **under-stress material behaviour (plastics, gold);**
 - ❑ **power tools and industrial assembly systems;**
 - ❑ **software for computer assisted fishery;**
 - ❑ **optical instruments;**
 - ❑ **other (paper and board production; barcode readers and printers; containers and lifters; compressors; agricultural machinery; bicycle components; submarine maintenance; sheet bending; maintenance manuals for playground roundabouts ...)**
- **User's manuals:**
 - ❑ **audio-visual field (DVD and CD players, TVs, VCRs, etc);**
 - ❑ **home appliances (washing machines, ovens, air conditioners, answering machines);**
 - ❑ **specific-application tools (wood and metal cutters, wood and metal saws);**
 - ❑ **IT field (software, printers, etc)**
- **Scientific texts:**
 - ❑ **ecology (global warming; air pollution);**
 - ❑ **chemistry (refrigerants for air conditioning);**
 - ❑ **safety data sheets**
- **Cosmetics/Fashion:**
 - ❑ **beauty treatment brochures/leaflets/instructions for use;**
 - ❑ **goldware, jewellery, watch brochures;**
- **Economy/Marketing/Communication texts:**
 - ❑ **press releases;**

- agricultural economics;**
- other (screenshots for marketing meetings; market research questionnaires (fields: finance and IT))**
- **Medical texts:**
 - specialised magazines for operators in the field;**
 - blood and urine analysis machine set of messages**
- **Legal texts:**
 - Only available for simple legal texts (leasing contracts; employment contracts; confidentiality agreements; general legal communications; partnership agreements; legal firms sites; by-laws; agency agreements)**
- **Miscellaneous:**
 - From kids' toys to adult toys... the list would be really too long.**