

**FORMATO EUROPEO
PER IL CURRICULUM
VITAE****PERSONAL INFORMATION**

First name(s) / Surname(s)

GAGLIANO LAURA

Address(es)

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Web address(es)

[http:// www.traduttricefreelance.it](http://www.traduttricefreelance.it)[http:// www.net-translator.com](http://www.net-translator.com)

Nationality

Italian

Place and Date of birth

Foggia, 04 JULY 1972

Academic professional qualifications

-PROFESSIONAL TRANSLATOR on the Roll of Experts - category "Foreign Languages" (translators and Interpreters) - at Chamber of Commerce in Foggia.
-OFFICIAL EXPERT WITNESS on the Roll as an English and a French Translator at Foggia's court.

My areas of expertise are: Economics and Finance, Contracts and Trade agreements, Business correspondence, Computer-aided and multimedia publishing, Mechanics and Electro-mechanics, Electronics, Instruction manuals, Machine tools, Medical and Scientific texts, Legal papers, Patents, Trademarks & Copyrights, Web Sites.

WORK EXPERIENCE

- Dates
- Name and address of employer
- Occupation or position held
- Main activities and responsibilities

SINCE 2000

Many Translation Agencies, Firms and private customers both in Italy and abroad
Freelance translator from English and from French into Italian (mother tongue) and vice versa.
Technical and general translations of *instruction manuals, legal papers, contracts, patents, medical texts, etc.*

- Dates
- Name and address of employer
- Occupation or position held
- Main activities and responsibilities

SINCE NOVEMBER 2010

FOTO SHOP PROFESSIONAL sas - Creative Group - Riva del Garda (Trento)
Freelance translator
Translations of instruction manuals, user and maintenance manuals from Italian into English and into French.

- Dates
- Name and address of employer

NOVEMBER 2010

Multimedia Publishing House "Ideanimation" - Perugia

- Occupation or position held
 - Main activities and responsibilities
 - Dates
 - Name and address of employer
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 - Main activities and responsibilities
 - Dates
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
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 - Dates
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Freelance translator
Translation of the Web Site www.ideanimation.com from Italian into English.
- MAY - JULY 2010**
Translation company "Microstyle S.r.l." - Biella
Freelance translator
Translation of a contract, an asset and liability statement from Italian into English;
translation of an instruction manual from Italian into French.
- JULY 2010**
ANBO TRADE S.r.l. – Treviso
Fashion Trade, gifts and fancy goods, etc.
Freelance translator
Translations of their e-commerce platforms from Italian into English and French.
- SINCE APRIL 2010**
Mr Diego Mazza – Rome
Freelance translator
Translations of a big Web Site (*artistic – literary*) www.charminrome.com, from Italian into English, about a collection of Bed & Breakfast and Flats in Rome.
- MARCH 2010**
LIMCOS di Monica Limonta - Bergamo
Freelance translator
Technical translation of a Web Site (*iron and steel industry*) from English into Italian.
- 23 OCTOBER 2009**
Mr Filippo Argento - Foggia
Sworn translator
Legal translation from Italian into French of an *injunction* and a *precept* sworn and authenticated in Foggia's court.
- SEPTEMBER 2009**
Robs S.A. – Belgium
Metal structures, frameworks, panels, etc.
Freelance translator
Technical translations of three instruction manuals from French into Italian.
- 16 SEPTEMBER 2009**
Mr. Pontonio Felice - Foggia
Sworn translator
Legal translation from Italian into French of a *notarial deed* sworn and authenticated in Foggia's court.
- JUNE 2009**
Translation company "Fabula S.r.l." - Reggio Emilia
Freelance translator
Translation of an instruction manual (*mechanics*) from English into French;
translation of a legal paper from English into Italian.
- FROM MARCH 2008 TO FEBRUARY 2009**
Mr. Pietro Di Cesare – Foggia
Veterinary
Translator
Translation of a book of *Veterinary Medicine* (Author *Allen M. Schoen*) from English into Italian.

- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- SINCE MAY 2008**
 Translation Agency “ART-International” – France
 Freelance translator from English and from French into Italian
 Translation from English into Italian of a *Call for tenders* on behalf of the National Hydrocarbon Corporation;
 translations of patents, etc.
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- FEBRUARY 2008**
 Translation Company “LangXpress S.r.l.” - Milano
 Freelance translator
 Translation from French into Italian of *Specifications of Clauses and General Terms of collective agreements for French Railway Network*.
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- NOVEMBER 2007**
 Translation Centre “Eurotext of Rita Glowka-Vangheluwe” - Conegliano (TV)
 Freelance translator
 Translation of a *cash-flow statement* from English into Italian.
- Dates
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- NOVEMBER 2006**
 Tozzi Sud S.p.A. - Foggia
 Manufacture of power-boards and equipment; Electrical systems and equipment
 Freelance translator
 Translations from Italian into French of instruction manuals and maintenance for power-boards.
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- JULY 2006**
 Company “Farmalabor S.r.l.” - Canosa di Puglia (BA)
 Sworn translator
 Legal translation from French into Italian of a *Confidential Agreement*, sworn and authenticated in Foggia’s court.
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- MAY 2006**
 Mr. Tancredi Abenavoli - Reggio Calabria
 Freelance translator
 Translation of the *UN Charter* from Italian into English.
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- DECEMBER 2005**
 Translation Agency “Wolf Group S.p.A.” - Erba
 Freelance translator
 Translations from English into Italian of instruction manuals of electrical equipment (ex. *generators...*).
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- 2004 - 2006**
 Translation Agency “TDR S.r.l.” - Milano
 Freelance translator
 Translations of patents (ex. *Machines CANON*) from English and from French into Italian.
- Dates
 - Name and address of employer
 - Occupation or position held
 - Main activities and responsibilities
- 2003 – 2004**
 Company “Technical Translations, Inc.” - Texas (USA)
 Freelance translator
 Translations of *economic* and *legal papers* and translations of *big instruction manuals* from English and from French into Italian.
- Dates
 - Name and address of employer
 - Occupation or position held
- 2002 - 2006**
 Translation company “Xplanation Language Service” – Belgium
 Freelance translator

- Main activities and responsibilities
 - Dates
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 - Main activities and responsibilities
 - Dates
 - Name and address of employer
 - Occupation or position held
- General and Technical translations from French and from English into Italian;
Proofreading jobs.
- 2002 - 2006**
Translation company "Microstyle S.r.l." - Biella
Freelance translator from Italian into French and vice versa.
Technical translations of big instruction manuals concerning machine tools and textile machines.
- 2002 – 2003**
Translation Agency "Intrade s.a.s. di Hoelzenbein Claudia & C." - Arezzo
Freelance translator from English into Italian
Translations of contracts (ex. *Bids for tender ...*) and instruction manuals;
Translation of a *scientific manual of child psychology*.
- JULY – SEPTEMBER 2002**
Translation company "Apex Translations" - Columbia
Freelance translator
Technical translations from English into Italian of instruction manuals concerning different machines (ex. INGERSOLL RAND Compressors).
- MAY 2002**
Miss Aurelia Gagliano - Foggia
Translator
Translation from French and from English into Italian of the *scientific journal of Work and Organisational Psychology* "HUMAN RESOURCE".
- 2001 – 2003**
Company "Translation Agency s.a.s. di Carlo Gualazzi & C." - Mantova
Freelance translator from English and from French into Italian
Technical translations of instruction manuals, contracts, legal papers, economic texts, etc.
- APRIL 2001**
Foggia 's court
Investigating magistrate Mr. A. Buccaro
Official Expert Witness (Translator from English into Italian)
Expert evidence of translation, as an *expert witness*, for the civil proceedings brought by "Levir S.r.l." against "Agenzia marittima Ditta Mario De Girolamo S.a.S."
- APRIL 2001**
Translation Agency "Tat di Tiziana Albanese" - Lecce
Freelance translator
Legal translation from Italian into French of a *contract of purchase* sworn and authenticated in Foggia's court.
- MARCH 2001**
Miss Ketty Zingariello - Foggia
Translator
Literary translation from English into Italian for a degree thesis (*Faculty of Arts*).
- 2000 - 2001**
Translation Agency "Eurostreet a.r.l." - Biella
Freelance translator
Translations of *medical reports* from English and from French into Italian.
- JUNE 2000**
Language School "In Lingua" - Bari

- Occupation or position held
- Main activities and responsibilities

Freelance translator
Economic and financial translations from English into Italian.

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

FROM JANUARY 1998 TO MAY 2000
Delisi S.r.l. Import / Export - San Severo (FG)
Metallurgical and Mechanical company manufacturing straightening and cutting machines
Employee
I was in charge of:

business correspondence with foreign countries;
relations with foreign agents and customers;
orders and shipments;
translations of instruction manuals and illustrative catalogues of the above mentioned machines.
I also took part in International and National fairs as an interpreter.

- Dates
- Name and address of employer
 - Occupation or position held
- Main activities and responsibilities

JULY 1998
Miss Marina D'Addeda - Foggia
Sworn translator
Translation from English into Italian of a *specialist journal of Biology* sworn and authenticated in Foggia's court.

- Dates
- Name and address of employer
 - Occupation or position held
- Main activities and responsibilities

1998
Bioconserve S.r.l. Import / Export - Cerignola (FG)
Translator
Translations of business letters from English and from French into Italian and vice versa.

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held

MAY – AUGUST 1997
Valtur S.p.A. - Tunisia
Tourist Village El Kebir Bizerte (Tunisi)
Secretary in the administrative department

- Dates
- Name and address of employer
 - Occupation or position held
- Main activities and responsibilities

1997
Mr. Matteo Paziienza - Foggia
Translator
Technical translation from French into Italian for a degree thesis (*Faculty of Dietetics*)

EDUCATION AND TRAINING

- Dates
- Name and type of organisation providing education and training
- Principal subjects /occupational skills covered
- Title of qualification awarded

1995 - 1996
Interpreters' and Translators' School (Scuola Superiore per Interpreti e Traduttori)
Rome (Italy)
TRANSLATION from English and French into Italian and vice versa

Master's degree of TRANSLATION and INTERPRETING.

- Dates
- Name and type of organisation providing education and training
- Title of qualification awarded

JULY – AUGUST 1996
Interpreters' and Translators' School,
Ireland (Cork)
Course of English (with certificate).

- Dates
- Name and type of organisation providing education and training
- Principal subjects /occupational skills covered
- Title of qualification awarded

1990 - 1991
Technical School "Notarangelo"
Foggia
Foreign languages

Secondary-school diploma as a Business Assessor and Foreign Language Correspondent.

**PERSONAL SKILLS AND
COMPETENCES**

MOTHER TONGUE(S)

ITALIAN

OTHER LANGUAGE(S)

- Understanding
 - Writing
 - Speaking

ENGLISH

EXCELLENT

EXCELLENT

EXCELLENT

- Understanding
 - Writing
 - Speaking

FRENCH

EXCELLENT

EXCELLENT

EXCELLENT

RELATIONAL SKILLS AND
COMPETENCES

I am a sociable and broadminded person. I stayed abroad, in particular I have worked in Tunisia for 4 months and I stayed in England where I widened my knowledge in English.

ORGANIZATIONAL SKILLS AND
COMPETENCES

My education, knowledge and experience allow me to guarantee the maximum quality, reliability and accuracy. I do my job with a lot of enthusiasm and devotion, determination, seriousness and professional competence.

COMPUTER SKILLS AND
COMPETENCES

Windows XP e Vista; MS Office; Photoshop; Acrobat Reader; Internet Explorer; Outlook Express.

DRIVING LICENCE(S)

B

ADDITIONAL INFORMATION

- Available for transfers because of work.
- I have **VAT registration number**