

MRS. ELISA CAMPANA

FULL-TIME SWORN TRANSLATOR AND PROJECT MANAGER

PERSONAL DETAILS

Via Armando Diaz, 26
33031 Blessano (UD), Italy
VAT No.: ITO2553970308
email: elisa.campana@nonsolotraduzioni.it
Website: www.nonsolotraduzioni.it
Telephone: +39 0432 818071

LANGUAGE PAIRS

- Spanish<Italian>Spanish
- English<Italian>English
- French<Italian>French
- German<Italian>German

TRANSLATION RATES

- Spanish<Italian>Spanish € 0.045/sw
- English<Italian>English € 0.045/sw
- French<Italian>French € 0.045/sw
- German<Italian>German € 0.05/sw

WORK EXPERIENCE

FULL-TIME SWORN TRANSLATOR AND PROJECT MANAGER

From 2001 up to date
Working from Monday to Friday, from 8 AM to 5/6 pm

Main activities: Translations, transcriptions, legalizations, apostille, Project Management.

PROJECT MANAGER AND LEADER

From 2001 to 2008
Working from Monday to Friday, from 8 AM to 5/6 PM as a Project Manager and Leader of an International Steel Plants Manufacturer.

Main activities: management of requests for spare part-related quotation, preparation of the documents required by the Customers based worldwide, request for quotations to suppliers, purchase of spare parts, sending POs to suppliers, interaction with customers and suppliers, management of the people working together with me (about 10), management of the Training Centre, booking of accommodation, travels from/to the airport, the canteen and the hotel, interaction with interpreters and so on.

ACADEMIC BACKGROUND

MASTER IN PROJECT MANAGEMENT AND ACCOUNTANCY

From 2006 to 2008

Name and Type of the Organization: Private Body (Italy)

MASTER'S DEGREE IN TRANSLATION

From 1996 to 2001

Name and Type of the Organization: University of Udine (Italy)
MARK: 100 out of 110

AREAS OF EXPERTISE

Aerospace

- Aeronautics
- Air Traffic Control
- Airplanes
- Flight Simulation
- Helicopters
- Spacecraft
- Satellites

Automotive

- Agriculture
- Automobile
- Construction
- Motorbikes

Commercial

- Advertising
- Business Administration and Management
- Business Marketing and PR
- Health and Safety
- Hospitality
- Human Resource and Personnel Management

Defence

- Military-Technologies, Equipment and Weapons

Electronics

- Commercial/Office Equipment
- Digital Imaging
- Domestic Appliances
- Electrical Engineering
- Handheld Devices
- Mobile Phones
- Satellite Navigation
- Semiconductors
- Telecommunications

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PROOFREADING RATES

- Spanish<Italian>Spanish € 0.02/sw
- English<Italian>English € 0.02/sw
- French<Italian>French € 0.02/sw
- German<Italian>German € 0.25/sw

AREAS OF EXPERTISE

Energy and Utilities

- Solar Energy
- Water
- Farming

Finance

- Accountancy
- Banking
- Corporate Governance
- Economics
- Equity Markets
- Insurance
- Reports, Analysis and Auditing
- Taxation

Geography

Health and Fitness

- Physical Education Teaching and Coaching

History and Events

- Ancient Cultures
- Medieval and Renaissance Studies

IT

- Automation
- Computer and Information Sciences
- Computer Based Training
- Computer Engineering
- Data Communications
- Data Processing
- Databases
- Desktop Publishing (DTP)
- ERP
- Hardware
- Internet
- Networks
- Operating Systems
- Peripherals
- Software

Legal

- Civil Law
- Common Law
- Company Law
- Contracts
- EULA
- European Law
- Leases
- Legislation
- Criminal Law
- Property Law
- Warranties

Life Sciences

- Adverse Events - Non-Serious
- Adverse Events - Serious
- Clinical - Anatomy
- Clinical - Biology
- Clinical - Biomedicine
- Clinical - Biotechnology
- Clinical - Cardiology
- Clinical - Cosmetics
- Clinical - Dentistry
- Clinical - Dermatology
- Clinical - Endocrinology
- Clinical - Epidemiology
- Clinical - Gastroenterology
- Clinical - Genetics
- Clinical - Gynecology
- Clinical - Hematology
- Clinical - Hepatology
- Clinical - Immunology
- Clinical - Medical Devices
- Clinical - Microbiology and Bacteriology
- Clinical - Neurology
- Clinical - Nursing
- Clinical - Nutritional science & dietetics
- Clinical - Obstetrics

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AREAS OF EXPERTISE

Life Sciences

- Clinical - Oncology
- Clinical - Ophthalmology and Optometry
- Clinical - Otorhinolaryngology
- Clinical - Pathology
- Clinical - Pediatrics
- Clinical - Pharmacology
- Clinical - Physical therapy & rehabilitation
- Clinical - Radiology
- Clinical - Rheumatology
- Clinical - Toxicology
- Clinical - Urology
- Clinical - Virology
- Marketing - Advertising
- Marketing - Websites
- Medical Device - Anesthetic and Respiratory
- Medical Device - Cardiovascular
- Medical Device - Contraception
- Medical Device - Dental
- Medical Device - Electromedical
- Medical Device - General
- Medical Device - In Vitro Diagnostic
- Medical Device - Manuals
- Medical Device - Ophthalmology
- Medical Device - Orthopedics
- Medical Device - Radiology
- Medical Device - Software
- Other (Medical Writing, Legal etc.) - Legal
- Other (Medical Writing, Legal etc.) - Medical Writing
- Other (Medical Writing, Legal etc.) - Veterinary
- Pharma/Biotech - Pharmacological Reports
- Pharma/Biotech - Prescribing Information
- Regulatory - Education Material
- Regulatory - Informed Consent Form (ICF)
- Regulatory - Instructions for Use (IFU)
- Regulatory - Labels
- Regulatory - Letters to/from Health Authorities (NCAs)
- Regulatory - Patient Recruitment Materials
- Regulatory - Product Information (PI)
- Regulatory - Product Leaflets (PL)
- Regulatory - Summary of Product
- Characteristics (SmPC)

Manufacturing

- Consumer Products
- Industrial Machinery
- Mechanical Engineering
- Production Processes

Marketing

- Advertisement
- PR

Natural Sciences and Nature Agriculture

- Animal Sciences
- Ecology
- Environmental Science
- Fishing and Fisheries Sciences
- Forestry
- Geophysics and Seismology
- Chemistry
- Irrigation and Drainage
- Marine and Aquatic Biology
- Marine Engineering
- Physical and Theoretical Chemistry

Patents

- IT
- Mechanical
- Chemical
- Electrical

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MTPE RATES

- Spanish<Italian>Spanish € 20.00/hour
- English<Italian>English € 20.00/hour
- French<Italian>French € 20.00/hour
- German<Italian>German € 25.00/hour

TECHNICAL EQUIPMENT

- Microsoft Office 2010 (Word, Excel, Publisher, Power Point);
- Microsoft Office 2007 Business (Word, Excel, Publisher, Power Point);
- Microsoft Office 2016 (Word, Excel, Publisher, Power Point);
- Access 2000;
- CAD;
- Outlook Express;
- Internet Explorer;
- Google Chrome;
- Photoshop;
- Paint;
- Dreamweaver CS4;
- InDesign CS4/CS6

CAT TOOLS

- SDL Trados Suite Freelancer 2007
- SDL Trados Studio 2009
- SDL Trados Studio 2011
- SDL Trados Studio 2014
- SDL Trados Studio 2017
- SDL Trados Studio 2019
- SDL Trados Studio 2021
- SDL Trados Studio 2022
- Wordfast Pro
- memoQ 2015

PROJECT MANAGEMENT

With reference to my Project Manager activity, I can assure you that I am able to:

- Understand projects scopes and communicate effectively with the client
- Provide estimates according to contract requirements
- Manage a team of linguists, vendors and in-house resources
- Create vendors work orders and maintain production matrices
- Assign tasks and responsibilities to projects related team members
- Deliver projects and assignments to the client on time
- Perform projects closeouts and invoice properly
- Maintain a high level of client satisfaction

Moreover:

- I have project management experience due to more than 19 years of relevant experience as well as excellent communication and problem-solving skills as well as excellent time and organizational management skills