

# francescaarlotti

translation project manager

## contacts

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## language pairs

German → Italian  
English → Italian

## cat tools

Trados Studio 2021  
Trados GroupShare  
Verifika

*Last updated on Jul 2022*

## work experience

2017—*present* **Timage S.r.l.** Bologna, Italy  
Translation Project and Vendor Manager

Managing the entire life-cycle of multiple localization projects. Managing project finances, including budgeting. Coordinating all the project phases. Performing quality checks at various stages to ensure quality and accuracy. Establishing and maintaining excellent relationships with contract translators and proof-readers. Strengthening the resource network by vetting new freelancers. Monitoring and filling in gaps in the company's resource capacity.

2014—2017 **Logos Group** Modena, Italy  
Translation Project and Vendor Manager

Strengthened the resource network by vetting new freelancers following rigorous guidelines. Resolved disputes and conflicts between freelancers and Project Managers. Played a key role in the success of translation projects by closely monitoring and filling in gaps in the company's resource capacity. Managed the entire life-cycle of multiple localization projects. Managed project finances. Coordinated all the project phases. Performed quality checks at various stages to ensure quality and accuracy.

2009—*present* **Freelance translator** Remote (part-time)  
Translator, editor, and proof-reader

Translating and revising texts from German and English into Italian related to a range of subject areas (general content, marketing, food, renewable energies, tourism, consumer electronics, music, technical, etc.) for publication in various formats (web pages, user manuals, brochures, catalogues, e-commerce websites). Met deadlines promptly and received positive feedback from customers.

## education

2007–2010 **Master's degree** in Translation for Special Purposes and for Publishing  
*Advanced School of Modern Languages for Interpreters and Translators, University of Bologna*  
Major: Translating and subtitling from English and German into Italian.

2004–2007 **Bachelor's degree** in Translation and Liaison Interpreting  
*Advanced School of Modern Languages for Interpreters and Translators, University of Bologna*  
Major: translating and interpreting from and into Italian, English and German.

## personal attributes

- Reliable, determined, decisive, honest, well-organized, and punctual.
- Good listening and communicating skills.
- Able to deal with fast paced environments and to provide quick feedback.