

Curriculum Vitae Elena Cecchini

Personal data:

Name: Elena
 Surname: Cecchini
 Nationality: Italian
 Date of birth: 26th June 1983
 Place of birth: Saarlouis (Germany)
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Ordinary member of [TradInfo](#) (Member No. 147)
 Ordinary member of [UNIVERSITAS Austria](#) (Member No. 2131)
Freelance translator with bilingualism (German-Italian)
 German > Italian
 Italian > German
 English > Italian

Job experience:

Until today I have been delivered **technical translations** in following branches:

Industrial branches

Metalworking industry and mechanical engineering:

- translation of the website (from Italian into German) and of the privacy protection declaration (from Italian into English) for a manufacturer of mandrels and accessories for machine tools;
- translation of brochures (from Italian into English and from Italian into German) for a company specialized in third-party processing of CNC-turning, drilling and milling;

Injection molding:

- brochures and relative presentations from English into Italian.

Design and furnishing of public spaces:

- descriptive texts for the website from Italian into English;
- business reports, concerning also adopted strategies on the market IT>DE.

Legal sector (if requested **sworn translations**, most of them DE>IT, but also EN>IT)

- private documents concerning pension entitlement ;
- company's articles of association;
- legal acts (e.g. holographic will, criminal records etc.);
- writ of summons;
- educational qualifications (e.g. graduate certificate);
- communications in English relating to real estate purchase negotiations between the foreign buyer and the lawyer in charge.

Administrative sector (DE>IT, EN>IT and IT>DE):

- authorizations for transporting goods abroad;
- contracts for sales agents operating abroad;

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- vehicle registration certificates and certificates of conformity.

Tourism marketing

- Business proposals
- Description of accommodation facilities
- Holiday packages and brochures
- Hotel, B&Bs and holiday accommodation websites

Food and wine sector

- Restaurant menus
- Catalogues
- Company presentations
- Transport documents for the goods transfer abroad
- Standard commercial documents (invoices, confirmation orders)

Teacher of German Language within **Courses for employees in the tourism sector** (various levels) at and on behalf of the Formaconf Consortium, based in Strada delle Marche 58, 61122 Pesaro (PU), Italy: **February-April 2022, February-March 2024**

Experiences as **Fair and negotiation interpreter**:

Fairs in Italy and abroad in which I took part on behalf of private companies:

- BI-MU 2017 in Milan
- Industry Fair 2015 in Hannover
- Eurobike 2009 in Friedrichshafen
- Brau-Beviale 2007 in Nuremberg.

Negotiating interpreting services rendered on behalf of private companies or freelancers:

- Interpreter IT>DE>IT for a psychotherapist during phone calls with the witnesses of a legal procedure (**July 2021**)
- Interpreter IT>DE>IT for German tourists during hiking tours in the Marches (**April and May 2019, September 2021, May 2022, May, September and October 2023, May 2024**): continuous collaboration since 2019.
- Interpreter from Italian into German and back for meeting between a German design company and an Italian company, in Italy (July/August 2019) and successive phone conversations with the same representatives of the German company.
- Meeting with potential client (negotiation interpreting from Italian into French and from Italian into English) at a company operating in furnishing (December 2017)
- Meeting with potential client (negotiation interpreting from German into Italian and from Italian into German) at a company operating in metalworking (September 2015)
- Interpreter from Italian into German at tourist events (*Bicycle Touring Week* in Gabicce Mare, 2009)
- **Language assistance in notary, legal and business offices**, especially for German, but also for English
- Interpreting IT>DE>IT (**May 2023**), to support local administrations during events on town twinning between Italian and foreign municipalities.

Education and training:	
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February-March 2023	Designing texts with SEO - Professional Update WebLab organised by Langue&Parole
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9 April 2022	Hints of German translation and legal terminology, Lecturer: Cinzia Turrini
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21 January 2022	Applying at translation agencies, TranslaStars
May- June 2021	Online course by STL Formazione – Translation of private law DE>IT. Lecturer: Marco Montemarano
May 25 th 2021	Online course by STL Formazione – SDL TRADOS 2021 The Review Lecturer: Laura Dossena
March 4 th 2020	Online course by STL Formazione – Translation of pharmaceutical documents Lecturer: Silvia Barra
November 30 th 2019	Course by TradInfo, Forlì - Welfare and protections for self-employed individuals Lecturer: Samanta Boni
November 23 th 2019	Workshop by AITI Marche Section, Pesaro - Copywriting and SEO optimization Lecturer: Riccardo Esposito
October 18 th and 19 th 2019	Workshop at DIT Campus University of Forlì – Legal translation: methods and strategies. Lecturer: Gianluca Pontrandolfo
April- July 2018	Advanced Training Course in Technical-Scientific Translation Scuola Superiore per Interpreti e Traduttori (Institute for Translation and Interpreting), SSIT Pescara – Italy
February- May 2010	Postgraduate Course Interpreter for Public Services Scuola Superiore per Interpreti e Traduttori <i>San Pellegrino*</i> (University for Translators and Interpreters), Misano Adriatico (RN) Italy Internship of 50 hours (September 2010) at the <i>Infermi</i> Hospital and the police headquarters in Rimini. Studied languages: German, English and French
2003-2007	Three-year Degree Course Language Mediation Scuola Superiore per Interpreti e Traduttori <i>San Pellegrino*</i> (University for Translators and Interpreters), Misano Adriatico (RN) Italy Final grade: 105/110 Studied languages: German, English, Spanish and Russian Languages of degree: German and English
1996-2001	High School Diploma Foreign Language High School <i>T. Mamiani</i> , Pesaro, Italy Final grade: 100/100

Work tools:

Office Package (Word, Excel, Outlook, Power Point) - Gmail Mailbox - SDL Trados 2019 - Windows Vista

NB*: Today the University for Translators and Interpreters is based in Rimini and its name has changed into "FUSP" (Fondazione Unicampus San Pellegrino).

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