

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:

For several years I have been supporting some companies in the province of Pesaro that are active in the metal sector, offering written translations and interpreting services at trade fairs or meetings with potential customers. To date I have provided **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):

- company's articles of association
- legal acts (e.g. holographic will, criminal records etc.)
- writ of summons
- educational qualifications
- 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):

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- authorizations for the cross-border transport of waste from Italy to abroad, certifications and technical documentation for waste disposal facilities for companies active in the environmental sector
- contracts for sales agents operating abroad
- vehicle registration certificates and certificates of conformity
- private documents concerning pension entitlement.

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 and December 2024, January and February 2025.**

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-Bevale 2007 in Nuremberg
- **Ecomondo 2024 in Rimini.**

Interpreting services rendered on behalf of private companies or freelancers:

- telephone interpreting service for a psychotherapist during phone calls with the witnesses of a legal procedure (**July 2021**)
- interpreting service for German tourists during hiking tours in the Marches (**April and May 2019, September 2021, May 2022, May, September and October 2023, May**): continuous collaboration since 2019
- interpreting service during a 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
- interpreting service during a meeting between a potential client (translating from Italian into French and from Italian into English) and a company operating in furnishing (December 2017)
- interpreting service during a meeting between a potential client (translating from German into Italian and from Italian into German) and a company operating in metalworking (September 2015)
- interpreting service from Italian into German at tourist events (*Bicycle Touring Week* in Gabicce Mare, 2009)
- **language assistance in notary, legal and business offices** (German and English)
- **interpreting service (Italian>German>Italian)** in May 2023 to support local administrations during events on town twinning between Italian and foreign municipalities

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Education and training:	
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From 2023 to the present	Monthly meetings in an online workshop with fellow translators to jointly revise different types of translations from German to Italian (within the association <i>TradInfo</i>)
February-March 2023	Designing texts with SEO - Professional Update WebLab organised by Langue&Parole
9 April 2022	Hints of German translation and legal terminology, Lecturer: Cinzia Turrini
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 Online university course at 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

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1996-2001

High School Diploma

Foreign Language High School *T. Mamiani*, 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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