**Simona Irde**

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Nationality: British and Italian

Fluent in written and spoken Spanish (C2 level)

**Profile**

* An experienced, qualified, resourceful, and pro-active English >< Italian, Spanish >< English and Spanish >< Italian freelance Translator, Post Editor, Interpreter, and Localizer with extensive relevant skills gained 25 years of experience in the private and public sectors.
* Experience in teaching English as a Foreign Language
* Capable of handling 2,500 - 3,000 words per day and valuing quality as the linchpin of her work, thanks to a thorough quality control procedure and extensive use of state-of-the art CAT tools during the entire translation process.
* A positive, conscientious initiative-taker and co-operative team player who communicates effectively, readily adapting to new challenges and environments.
* Three years of experience as a translation Project Manager.
* Proficient in the use of online meeting platform, in particular Zoom and Teams.
* Experience as an in-persona and remote interpreter on Zoom and Teams.
* Experience in dealing with confidential information due to my work as an interpreter and translator.

**Accreditations and Qualifications**

Member of ITI, CIOL, NAATI, AUSIT, ANITI, Associate Member of AITI and ATA Corresponding Member

**Employment History**

From 2000 - Present day

ITI Exam Assessor

Freelance translator/interpreter/transcriber/localizer for UK- and overseas-based private and public companies, as well as government bodies. I'm specialised in business and economics, insurance policies, financial plans, marketing research questionnaires, eLearning courses, life science, company profiles, company policies, legal translations (sales contracts, service agreements, court paperwork), IT, hardware and software manuals, SAP, localization, patents, tourism, psychology (clinical, behavioural, social and developmental), technical manuals (automotive (cars and trucks), paper industry, electronics and mechanics, including operation manuals, device instructions, product instructions, specifications, etc.), 3D CAD/CAM engineering software, audio/video devices (mobile phones, networking and communication devices, GPS systems, home theatre systems; ‘in-car’ audio and multimedia systems; loudspeaker systems; amplifiers and receivers, digital terrestrial decoders), electrical appliances, photocopying machines, online games, clinical trial agreements, medical texts, medical devices, pharmacological texts, environmental issues and translation of web pages.

2015 – 2018

In-house translator at Autodesk, Birmingham: I was responsible for the translation/localisation of GUI, documentation of Autodesk CAD/CAM main products, as well as the picture capturing of localised images included in the documentation.

1999 - 2004

Extensive experience as an in-house English into Italian translator, and interpreter, English teacher, Italian teacher, project manager and administrator assistant, in both English and Italian public sectors (including Italian Air Force) and private companies.

2000 – 2003

Three year working experience as a Translation Project Manager for a UK based translation agency operating both at national and international level. I was in charge of both client facing and translator facing roles, as I was the primary point of contact for clients and translators, ensuring an efficient approach to the entire chain of a project, from quotation to delivery.

The company I worked for also had an important interpreting contract with a major London hospital, and it was my duty to receive requests for interpreters from the hospital, booking the most suitable interpreter, and following up with checking the outcome of the assignment.

In addition, I was responsible for:

* Keeping the translator/interpreter database up to date;
* Checking the translator/interpreter availability during the year;
* Printing off and submitting the translators’/interpreters’ invoices to the company accountant;
* Printing off and filing prospective translators’/interpreters’ CVs;

The company also had a full operating DTP division, and it was my task to send all jobs requiring DTP to that division, receiving the finished jobs back and forwarding them to the clients.

**Education**

Post-Graduate Studies

DPSI Health

DPSI English Law

Chartered Institute of Linguists Diploma in Translation (Italian – 3 units; Spanish – 1 unit)

Post-Graduate Degree in Interpretation and Translation - July 1999 from the ‘School for Interpreters and Translators’, Cagliari;

University

Degree in Foreign Languages (English and German) with honours - June 1996

High School

I am qualified to be a primary school teacher; diploma in 1991 from the teacher's college «E.d’Arborea» – Cagliari

Language Courses

Various English courses and English language qualification courses both in Italy and abroad, including the Certificate of Proficiency in English.

Refresher Courses

Several translation refresher courses, including the DPSI Preparatory Course Health Option, courses on the use of translation software, such as Studio 2014, and Wordfast Pro, legal translation courses, and audio-visual translation courses both in Italy and in the UK.

**Spoken Languages**

Italian mother tongue

English at native speaker level

Spanish C1

**Memberships**

# MIL - Member of the Chartered Institute of Linguists

# MITI – Member of the Institute of Translation and Interpreting

# Member of ANITI

# Corresponding member of ATA

# Accredited member of NAATI

# Member of AUSIT

# Member of ATI

# AITI Associate Member

**Computer Skills**

Extensive knowledge of Microsoft Office 365, Studio 2021, Wordfast 5, DVX 3, Transit NXT, Multiterm 2021

**Hobbies**

Reading, sport, travelling