

CONTACT DETAILS

Edinburgh, EH9 1HU

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[LinkedIn](#)

AREAS OF EXPERTISE

- Translation Services
- Proofreading Documents
- Editing and Revision
- Linguistic Coaching
- Transcription
- Voiceovers
- Translation Research
- Interpreting/Interpretation
- Certified Translations
- Assistance with bureaucracy
- Italian – Native Speaker
- English – Near-native
- Spanish – Near-native
- Sardinian – Native Speaker
- Portuguese – Intermediate

EDUCATION

**MSc in Translation Studies:
Translation and Professional
Practice (English into Italian)**
[University of Glasgow](#)
2015 (Distinction)

**BA (Hons) in Modern Languages
(English and Spanish):**
[Università degli Studi di Milano](#)
2006

AWARDS

Winner of the translation competition organized by Parole Migranti as part of their “A tu per Trad – Summer Edition”, 2022

SIMONA MANCA

TRANSLATOR AND INTERPRETER

Communicative and award-winning Translator and Interpreter with 17 years of experience as a professional Translator of Italian, Spanish, and English. Proven track record of translating a wide range of documents spanning multiple different industries and disciplines, with clients ranging from private to high-profile institutions. Versatile professional with exceptional communication and relationship-building abilities, and a demonstrable history of working successfully under pressure and hitting key deadlines.

KEY ACCOMPLISHMENTS

- Achieved 41x 5-star Google reviews out of 41x total reviews
- Was the winner of the translation competition “A tu per Trad – Summer Edition” in 2022, organised by Parole Migranti
- Undertook 163 hours of CPD in 1 year (Apr 2022 - Apr 2023)
- Translated over 100,000 words in the videogame sector
- Prepared a student for a B1 Italian exam, which he passed on his first sitting
- Handled interpreting assignments for high-profile Italian institutions such as the Italian Institute of Culture in Edinburgh, part of the Ministry of Foreign Affairs and International Cooperation), and for renowned artists such as Davide Toffolo, Ninetto Davoli, Marco Paolini, and Frank Quitley

RELEVANT EMPLOYMENT EXPERIENCE

TRANSLATOR & INTERPRETER: ITALIAN, ENGLISH, SPANISH

[Freelance / Remote / May 2006 – Present](#)

Core Responsibilities:

- Holds responsibility for providing clients with translation and interpretation services (English and Spanish into Italian / Italian into English) for own company: Ladysmanca Languages www.ladysmancalanguages.com
- Successfully translates a vast array of documents (including four books) from English and Spanish to Italian and vice versa, including literary, technical, legal, marketing, research, educational, architecture, sport, and commercial materials
- Undertakes and maintains ongoing industry knowledge to stay informed and educated on technical and field-specific terms used, to ensure translations and interpretations are delivered and maintained to high professional standards (CPD listed in ITI and CIOL)
- Carefully listens to spoken words and assimilates words in a timely manner to reproduce the words in the respective language
- Diligently follows the requirements and deadlines set by the client for each piece of work
- Establishes and maintains successful working relationships with clients by providing excellent customer support and utilising communication abilities
- Holds a wide range of high-profile clients, including Richard Murphy OBE, Duncan of Jordanstone College of Art & Design at Dundee University, PMPR Excellence, and private clients
- A list of all works and tasks is available upon request

■ KEY COMPETENCIES

- Communication – Translation
- Coaching/Mentoring – Private Tuition
- Active Listening – Interpretation
- Attention to Detail – Proofreading and Editing
- Research – Translation for Video Games

■ IT PROFICIENCY

- Word
- Excel
- Outlook
- Access
- PowerPoint
- Intragloss
- Wordfast
- Trados (certified)
- MemoQ
- WinCaps
- CMR software end user

■ MEMBERSHIPS & CREDENTIALS

MEMBER

Institute of Interpreting and Translation (EN>IT)

MEMBER

Chartered Institute of Linguists (EN<>IT)

REGISTERED

Albo traduttori e revisori linguistici per l'affidamento di servizi di traduzione ex art. 36 del d.lgs. 50/2016, of the Università Statale di Milano

COMMITTED

CPD, 104 hours in the year 2022/2023 (as certified by ITI)

QUALIFIED

ISO 17100:2015

■ REFERENCES

Provided Upon Request

■ RELEVANT EMPLOYMENT EXPERIENCE CONTINUED

PRIVATE TUTOR: ITALIAN, ENGLISH, SPANISH

Freelance / Remote / May 2006 – Present

Core Responsibilities:

- Holds responsibility for private language tutoring (English and Spanish into Italian / Italian into English) for own company: Ladysmanca Languages www.ladysmancalanguages.com
- Assists clients in their studies for citizenship, and university applications
- Establishes and maintains successful working relationships with students by providing excellent customer support and utilising communication abilities
- Held role as Italian and Spanish Language Teacher at Anniesland College/Langside College, teaching Italian and Spanish to English students aged 16-19 (Vocational Courses) and aged 30-60 (non-Vocational Courses), in classes of 15-20 students (2006-2009)
- Held role as Italian Language Teacher and Language Assistant at St. James's Primary School/Trinity High School, teaching Italian to English students aged 5 to 11 (Primary School) and supporting the class teacher in teaching Italian to students aged 11 to 17 (2007-2010)

■ PUBLICATIONS

- My Uncommon Tuscany, Giada Angeli; Simona Manca (Translation), Il Filo di Arianna (May 2023)
- Wilbur's Wish - Il desiderio di Wilbur: Perché vai ben come sei, Paola Bebe Murphy; Stella Mongodi; Simona Manca (Translation) (December 2022)
- La mia insolita Toscana, Giada Angeli; Simona Manca, (Editor), Il Filo di Arianna (May 2022)
- Orso infermiere e il primo soccorso: Un libro illustrato per insegnare a bambini e bambine le basi del primo soccorso, Marta Almansa Esteve; Simona Manca (Translation), (October 2021)
- Il regalo di Natale Alexander McCabe; Fabiana Farcas; Simona Manca (Translation), (November 2017)
- "A. Gimeno y Cabañas 'Quando incontrai Marcel Proust' (1932)". (Translation) Studi Francesi, Rosenberg & Sellier, Torino (September - December 2015): 177
- Rewind Italia. Early Video Art in Italy/ I primi anni della videoarte in Italia. Edited by Stephen Partridge and Laura Leuzzi, translated by Simona Manca. John Libbey Publishing, (2015)
- Il rifugio dei cuori infranti – Secondo Episodio. Martina Munzittu; Simona Manca (Translator) Create Space Independent Publishing Platform (part of Amazon Group). (Winter 2015)
- Il rifugio dei cuori infranti – Tradimento. Martina Munzittu; Simona Manca (Translator). Create Space Independent Publishing Platform (part of Amazon Group). (December 2013)
- Gemelle incompatibili. Martina Munzittu; Simona Manca (Translator) Create Space Independent Publishing Platform (part of Amazon Group). (September 2013)

■ OTHER EMPLOYMENT EXPERIENCE

- **2017 – 2021**, Events Management, Translation and Interpreting, Italian Institute of Culture
- **2006 – 2008**, Interim Administrator, Artists in Exile Glasgow
- **2004 – 2006**, Game Localisation Tester, Absolute Quality (now Pole to Win)