

Curriculum Vitae

Adriana Cristina Mattei

Free Lance Translator & Interpreter
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Place and date of birth: Milano, May 25, 1961
Nationality: Italian

Education: Diploma Translator & Interpreter
Istituto linguistico Internazionale – Milano – 1980
Certificate DELE of Instituto Cervantes – Milano – 2006

Language combinations:

English<>Italian * German<>Italian * Spanish<>Italian

Specialization:

Technical translations: business/commerce, transport, general finance, legal, metallurgy/welding, mechanic, oil & chemistry industry, international norms & certifications (TÜV - DB -CE), visual arts, interior design, contemporary dance, human/civil rights,

Editorial translation: historical and regency romance, medieval romance, crime novel, thriller.

Work Experience:

1981 - 1983: Allweiler Italia S.p.A.

Managing Director Secretary. Translator.
Sectors: mechanic, business.

1983 - 1984: Capsulit S.r.l. - Milano, Italy
Commercial Director Assistant. Translator.
Sectors: business/ commerce, mechanic.

1984 - 1988: Enichem Augusta S.p.A. - Milano, Italy
Commercial direction secretary, translator.
Sectors: business, commerce, general finance, oil & chemistry.

1988 - 1989 Idea Books S.r.l. - Milano, Italy
PR Assistant, and translator.
Sector: business / commerce, visual arts.

1989 – 1991: Sperling & Kupfer S.P.A. - Milano, Italy
Editorial Director Assistant, Foreign rights.
Reading and first evaluation of works by mainly American and English writers.

1991- 2015: Novametal SA – Rancate, Switzerland
Commercial sales office manager with direct responsibility for sales in Switzerland and Spain.
Translator and negotiation interpreter
Sectors: business/commerce, general finance, legal, metallurgy/welding

2015 – Free Lance translator, interpreter and copywriter
Co-operation with Translation Agencies for technical translations
Co-operation with graphic/web designer for copywriting and translation of web sites and catalogues
Co-operation for translation of private correspondence and texts.
Copywriting and translations of web sites for companies.
Translations of private documents and texts.

Voluntary work

2007- 2011 Amnesty International – Group 18 - Varese, Italy
Translations for the group members of internal documents, translation of petitions etc.
Sector: human/civil rights.

References available upon request.