

## 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)

#### **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;
- vehicle registration certificates and certificates of conformity.

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### 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: **from February to April 2022**

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.

**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**): 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, to support local administrations during events on the occasion of town twinning between Italian and foreign municipalities.

### Education and training:

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

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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 <sup>th</sup> 2021	Online course by STL Formazione – SDL TRADOS 2021 The Review Lecturer: Laura Dossena
March 4 <sup>th</sup> 2020	Online course by STL Formazione – Translation of pharmaceutical documents Lecturer: Silvia Barra
November 30 <sup>th</sup> 2019	Course by TradInfo, Forlì - Welfare and protections for self-employed individuals Lecturer: Samanta Boni
November 23 <sup>th</sup> 2019	Workshop by AITI Marche Section, Pesaro - Copywriting and SEO optimization Lecturer: Riccardo Esposito
October 18 <sup>th</sup> and 19 <sup>th</sup> 2019	Workshop at DIT Campus University of Forlì – Legal translation: methods and strategies. Lecturer: Gianluca Pontrandolfo
April- July 2018	<b>Advanced Training Course in Technical-Scientific Translation</b> Scuola Superiore per Interpreti e Traduttori (Institute for Translation and Interpreting), SSIT Pescara – Italy
February- May 2010	<b>Postgraduate Course Interpreter for Public Services</b> 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	<b>Three-year Degree Course Language Mediation</b> 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	<b>High School Diploma</b> Foreign Language High School <i>T. Mamiani</i> , Pesaro, Italy Final grade: 100/100

<b>Work tools:</b>
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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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