

Clelia Morigi

Translator and post editor - Dialogue interpreter - Trainer



CONTACTS

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LANGUAGES

Italian	mother tongue
English	C1
German	C1
French	B2+

SOFTWARE & CAT TOOLS

- Operating systems: Mac, Windows
- Software: Office, Office for Mac
- Browsers and e-mail: Safari, Edge, Chrome
- CAT tools: GlobalLink, memoQ, MemSource-Phrase, Smartling, Trados Studio 2021, Translation Workspace, Wordbee, XTM
- Captioning and subtitling software: CaptionHub

COMPETENCES

- Emotional intelligence
- Listening and communication skills
- Flexibility and adaptability
- Teamwork and autonomy skills
- Stress resistance
- Lifelong learning

PROFILE

Freelancer having 20+ years of experience in the language service industry, offering translation, dialogue interpreting and company staff language training services to direct and agency-mediated clients from both the private and the PA sector (including Italian courts and European institutions). Specialisation fields: business-finance, banking, law, mechanics.

PROFESSIONAL EXPERIENCES

Translator, post-editor and proofreader, dialogue interpreter, Business English and Deutsch für den Beruf trainer

September 1999 – present

Translation, proofreading and post-editing services from English, German, and French into Italian. In-person and long-distance dialogue interpreting services between Italian and English, German, and French. One-to-one and one-to-many Business English and business German language training of company staff.

- Business-finance and banking fields: financial statements (BS, PL & accompanying notes) for banks and organisations; audit reports; credit and pledge lines; business correspondence; insurance policies; management and business administration; investment fund prospectuses; back and front office banking documentation; meeting minutes; [ESMA](#) and [EBA](#) banking guidelines
- Legal field: incorporations; articles of association; appraisals; non-competition, non-disclosure, agency, distribution, clinical trial, agreements, ...; proxies; writs of summons; judgements; privacy policies; investigative interviews
- Mechanical field: earthmoving machinery; flexo-printing machines; diagnostic tools for car repair shops; electric motors; sewing machines
- Miscellaneous: body and hair beauty products; localisation and transcreation of tourist websites

Quality assurance and Career guidance tutor

February 2003 – present

Department for Interpreting and Translation (DIT), formerly Higher School of Modern Languages for Interpreters and Translators, of Bologna University

- Quality assurance services: data analysis; reporting as per QA guidelines; conception, administration and analysis of qualitative-quantitative questionnaires; consultation with university stakeholders
- University career and professional career guidance services: university career guidance for high school students and undergraduates; staging of open days; staging of career days and events for entering the labour world; drafting of printed and web-based information materials; individual career guidance interviews

Front office assistant

January – February 2001

Italian Consulate in Boston, Massachusetts (USA)

- In-charge of the front office at the Italian Consulate

TRAINING

Lifelong learning and training

Early 2000 – present

Refresher seminars and webinars for training on professional ethics, mastering new technologies, and for continuous learning of skills in the specialization domains, as provided for by law for those professions regulated under Law 4/2013

First-level post-graduate course in Specialised Translation for business, finance, and banking

April – December 2005

University of Genoa; final mark: good

Four-year, MA-equivalent degree in Translation and Interpreting – Path: Translation

November 1994 – 14 July, 1999

Alma Mater Studiorum – University of Bologna; final mark: 108 out of 110

High school diploma: accountant with competences in foreign language business correspondence

September 1988 – 3 July, 1993

Technical Business School “G. Ginanni” of Ravenna; final mark: 60 out of 60 with honours

OTHER PERSONAL INFORMATION

- Place and date of birth: Cesena (FC), on 17 August, 1974
- VAT number: 02084110390
- Fiscal code: MRG CLL 74M 57C 573B
- SDI invoicing code: X2PH38J
- Association membership: AITI qualified member <https://aiti.org.it/profilo/clelia-morigi>
- Portfolio of jobs available upon request

I hereby authorise the processing of my personal data in this CV in accordance with Article 13 of Legislative Decree No. 196 of June 30, 2003 "Code for the Protection of Personal Data" and Article 13 of the EU Regulation 2016/679 "GDPR".

Aware of the criminal sanctions provided for in Article 76 of Presidential Decree No. 445 of 28/12/2000 for the case of false statements, I declare that the content of this CV is truthful and correct.

30 September, 2023