

MARIA ASSUNTA ISOLA

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PROFESSIONAL PROFILE

Dedicated freelance language specialist providing language services in French, Spanish, Italian to English and English to Italian. Specialises in Finance, Medicine, Law, Insurance, HR, IT, Certificates, Diplomas, Licenses, CVs, Politics, History, Marketing, Travel and Tourism, Cultural and Natural Heritage.

Professional and meticulous, can demonstrate strong client focus combined with a proven commitment to the achievement of targets and business objectives.

EDUCATION

October 2000 – June 2003	University of Durham, United Kingdom BA (Hons) European Studies with French Subjects: Modern European History, European Politics, European Literature, French Language and Culture	2.1
June 2000	Cambridge CPE (CEFR Level: C2)	

PROFESSIONAL QUALIFICATIONS AND TRAINING

September 2023	Proz.com Certificate - SOAP Notes and Medical Charts: The Nitty Gritty of Medical Reports	
December 2021	Proz.com Medical Acronyms and Abbreviations Certificate	
December 2021 – Present	BSMSA Level 3 Certificate in Medical Terminology	
September 2016 – November 2017	Pitman Training, United Kingdom ECDL (European Computer Driving Licence) HR Administration	
September – October 2016	The Knowledge Academy, United Kingdom PRINCE2 Foundation	
May 2013 – June 2014	Chartered Institute for Securities and Investment, United Kingdom CISI Level 3 (IOC) Exchange-Traded Derivatives CISI Level 3 (IOC) Award for Introduction to Investment	

KEY SKILLS AND EXPERIENCE

Translation and Language Skills:

LANGUAGES	Italian	English	French	Spanish
READING	Excellent	Excellent	Excellent	Excellent
WRITING	Excellent	Excellent	Very good	Very good
SPEAKING	Excellent	Excellent	Good	Fair

I have a **native level of Italian and English (bilingual)**. As part of my degree course, I studied and carried out research work in subjects such as French, European History, the Institutions of the European Union and European Politics, which allowed me to become familiar with the specific terminology used by the bodies of the European Union. The French module involved translating academic texts from and into English.

I have the ability to understand and use various writing styles, accents and variations of the language, slang, colloquialisms and specialist terminology. I am well qualified to produce translation work to the highest standard.

I have **over 20 years of experience in producing various types of translations** and content across various fields, including academic texts and journals, letters, legal, financial and medical documents, website content, real estate documents and contracts, translation and localisation of software and applications.

IT Skills:

- Computer literate with a good working knowledge of CAT tools such as Memsource, MemoQ, Wordfast, MateCat, Smartcat; OCR software, Microsoft Word, Excel, Access and Outlook and experience of using intranets and custom databases.
- Experience of creating and delivering presentations using PowerPoint.
- Ability to handle and process large volumes of sensitive data using Excel and databases.

Communication:

Good written and verbal communication skills with experience of advising people at all levels on complex and sensitive matters using tact and diplomacy.

Organisation and Time Management:

Good organisational skills and ability to prioritise own workload in order to meet strict deadlines.

Analytical and Problem-Solving Skills:

- Adept at interpreting complex regulations.
- Ability to collect data, analyse information and implement actions with a view to meet goals.
- Experience of working with large quantities of statistical data and converting it into understandable results.

EMPLOYMENT HISTORY

July 2000 – Present

Freelance Translator/Reviser/Evaluator/MT Post-editor

Language pairs:

- Italian to English
- English to Italian
- French to English
- French to Italian
- English to French
- Spanish to English
- Spanish to Italian

To date, I have translated several millions of words in the following subject fields: Business, Economics, Education, E-commerce, Finance, Information Technology, Law, HR, Marketing, Politics, History, Sociology, **Medicine - specialising in Cardiology, Gynaecology, Endocrinology, Neurology, Radiology and Oncology (medical reports, medical journals, research papers, evaluation reports, screening standard operating procedures, medical device technical specifications, patient information leaflets)**, Food and Drink, Tourism and Travel, Cultural and Natural Heritage, CVs, Diplomas and Certificates, Public Administration, Social Security, Taxation and Customs.

I have provided translation services, including translation, revision and post-editing of various texts, website content, translation and localisation of software and applications, to public institutions and international translation agencies, as well as to private clients.

Latest translation projects:

- IT<>EN website content translations, translation and localisation of software and applications, translation and revision of medical,

legal, tax, public administration documents on behalf of various international translation agencies

- Translation of PR and Marketing material from Italian to English for leading luxury yacht manufacturers
- Subtitle translations from English to Italian for a large online retailer
- Translation of listings and product specifications from English to Italian for a leading online retailer
- Website content translation from English to French for an international educational charity
- Website content translation from English to French for a European medical charity
- Article translation from Spanish to English for a Spanish health organisation
- Website content translation from English to French for an American charity that provides assistance to refugees and displaced individuals
- Translation of the speech of a UN Special Rapporteur from Spanish to English for an international palliative care organisation
- Article translation from English to French for an international medical charity
- Translation of documents in support of asylum applications from Spanish to English for an American organisation that provides legal assistance to refugees.

Recently I have worked on translation projects originating from the following clients (either as direct clients or on behalf of some leading international translation agencies I regularly collaborate with):

- Distretto Culturale del Monte Barro (Italy)
- Acciona
- AlwaysBeta
- ITALFARMACO
- BUPA
- Reprosoft S.r.l.
- Cane Medical Technology
- One Health Vision S.r.l.
- KAVO DENTAL
- Wematica S.r.l.
- Comarch
- PickMeApp
- Gadaweb S.n.c.
- Experenti
- Vozitel S.L.
- MxM Group
- Troqueles Gaco S.L.
- Sculati & Partners
- Police Headquarters of the city of Merano (South Tyrol, Italy).

March 2010 – September 2016

Various administrative and project management roles at UCL, Marie Curie Cancer Care, Cancer Research UK, Cass Business School, MacMillan Cancer Support, Morgan Stanley, ACCA, Visibility, MS Society, HMRC.

**University of London
London, United Kingdom**

August 2006 – February 2010

Examinations Officer

Member of the Student Assessment team, responsible for the administration of the examinations on behalf of the LSE External Study Programme.

During the course of my employment, I was seconded to the role of Senior Examinations Officer/Deputy Head of Section. My main responsibilities included:

- Ensuring the smooth running of the exam registration procedures and contributing to the supervision of the work of staff.
- Creating and maintaining the University's official exam record.
- Preparing reports, marksheets and other relevant materials in preparation for the Board of Examiners' meetings.
- Advising students and colleagues on exam registration procedures, exam regulations and other exam-related queries.

**HSBC Bank
London, United Kingdom**

April 2004 – August 2006

Customer Services Officer (Personal and Business Banking)

- Foreign currency transactions.
- Performing cash reconciliations.
- Processing SWIFT payments and negotiating foreign cheques.
- Administration of the Safe Deposit Department.
- Training new members of staff.

VOLUNTEER EXPERIENCE

Translators without Borders

October 2018 – Present

Translator/Reviser (IT/FR/ES>EN, EN/IT>FR, EN/FR/ES>IT)

Subject areas:
Medicine (general)
Law (general)
Social Sciences

I have translated texts for NGOs Ashinaga, CARE International, Centre for Gender and Refugee Studies, Spanish Confederation of Mental Health, EURORDIS - European Organisation for Rare Diseases, International Association for Palliative Care, MSF - International, USAHello, World Health Organisation (WHO), World BEYOND War.

REFERENCES

Available upon request.

For additional information on my skills and experience and recent feedback from clients please visit my proz.com profile at <https://www.proz.com/translator/2617990>