



Daniela Longinotti

Date of birth: 10/08/1981 | **Nationality:** Italian | **Gender:** Female | **Phone number:**
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Address: Strada Provinciale Sariano 80, 29025, Gropparello (PC), Italy (Home)

WORK EXPERIENCE

05/08/2008 – CURRENT Gropparello (PC), Italy

TRANSLATOR (FREELANCER) LONGINOTTI DANIELA

Services and working language combinations: Translation, revision, editing, proofreading, light and full machine translation post-editing (and related revisions), sworn and certified translation services, language consultancy, and terminology management from German and English into Italian and Swiss Italian.

Specialisation and types of documents handled: Legal (banking and finance law, contracts and agreements, terms, legal documents, legal proceedings, judgments, notarial deeds, company documents), finance (financial statements, financial markets' comments, investment funds' comments, financial/investment newsletters, prospectuses, KIIDs/KIDs, various types of documents (policies, procedures, guidelines, forms, correspondence, user guides, documents for internal use and staff and employees, business/financial software/apps' user guides) for financial institutions, trading platforms and companies, including from the automotive sector), insurance (insurance documents, documents for internal use and for staff and employees, and correspondence for insurance companies and pension funds) and marketing (mailing, texts for websites and social networks, presentations, brochures for financial institutions, insurance companies, pension funds, automotive companies, restaurants, tourism companies and telecommunication companies; this includes also transcreation projects). I gained experience also in the following areas: IT and telecommunications (general), automotive (cars), patents (technical field), EU food safety and rail signalling.

VAT No.: IT01529540336

Tax No.: LNGDNL81M5155350

Professionista di cui alla Legge n. 4 del 14 gennaio 2013, pubblicata nella GU n. 22 del 26/01/2013.

AITI Qualified Member (Italian Association of Translators and Interpreters) - Emilia-Romagna section, membership card no. 210044.

UNI 11591:2022 certified.

Enrolled in the Roll of Experts of the Chamber of Commerce of Piacenza (*Ruolo dei Periti e degli Esperti*, PE/A/210) and court-appointed translator in Piacenza (*Albo C.T.U.*, no. 93, *Albo Periti Penali*, no. 20), under the category of Translators and Interpreters for German and English.

BDÜ Member no. BY004730.

With professional indemnity insurance.

Address Strada Provinciale Sariano 80, 29025, Gropparello (PC), Italy | **Email** info@danielalonginotti.com |

Website <https://www.danielalonginotti.com>

30/11/2007 – 30/07/2008 Parma, Italy

IN-SERVICE TRAINING PERIOD EUROPEAN FOOD SAFETY AUTHORITY (EFSA)

Trainee of proofreading, translation and terminology.

Address Via Carlo Magno 1A, 43126, Parma, Italy

31/03/2006 – 30/10/2006 Grazzano Visconti (PC), Italy

OCCASIONAL COLLABORATION ATLANTE S.A.S. GUIDE TURISMO E CULTURA C/O UFFICIO IAT DI GRAZZANO VISCONTI (PC)

Front office operator.

Address Viale del Castello 2, 29020, Grazzano Visconti (PC), Italy



01/01/2006 – 31/01/2006 Genova, Italy
TRAINING S.E.P. IL SECOLO XIX

Trainee of translation and proofreading.

Address Piazza Piccapietra 21, 16121, Genova, Italy

30/06/2003 – 28/08/2003 Genova, Italy
TRAINING APT DI GENOVA

Trainee of translation.

Address Via Roma 11, 16121, Genova, Italy

● EDUCATION AND TRAINING

08/2020 – 02/2021 Milano, Italy

MASTER IN LEGAL TRANSLATION, LEGAL TRANSLATION FROM ENGLISH INTO ITALIAN CTI - COMMUNICATION TREND ITALIA S.R.L.

Online master (160 hours) in legal translation from English into Italian in collaboration with L&D traduzioni giuridiche.

Final grade 95/100

Link <https://cti-communication.it/i-nostri-migliori-masteristi/>

10/12/2007 Genova, Italy

MASTER'S DEGREE IN "TECHNICAL-SCIENTIFIC TRANSLATION" (LAUREA SPECIALISTICA IN TRADUZIONE (TECNICO-SCIENTIFICA)) Università degli Studi di Genova

Title of graduation thesis: "Translation with Commentary of Judgments VIII ZR 342/85 and XII ZR 257/01 passed by the Bundesgerichtshof and of Judgment Tatung (UK) Ltd. v. Galex Telesure Ltd. & Ors. passed by the Queen's Bench Division (Commercial Court) concerning Sale with Retention of Title in German and English Law" (about 14000 words). Drawing up of a trilingual glossary (in Italian, in German and in English) consisting of 5 terminological entries for each language. Thesis published as an article titled "Problemi specifici della traduzione giuridica: traduzione di sentenze dal tedesco e dall'inglese" in *Quaderni del Dipartimento*, rivista del Dipartimento di Scienze della Comunicazione linguistica e culturale dell'Università di Genova, available at <https://lingue.unige.it/sites/lingue.unige.it/files/pagine/Problemi%20specifici%20della%20traduzione%20giuridica%2C%20traduzione%20di%20sentenze%20dal%20tedesco%20e>

Final grade 110/110 summa cum laude and worthy of publication

18/09/2005 Genova, Italy

BACHELOR'S DEGREE IN "TRANSLATION AND INTERPRETING" (LAUREA DI PRIMO LIVELLO PER TRADUTTORI E INTERPRETI) Università degli Studi di Genova

Title of thesis: "Italian-German Glossary The Aromatherapy" (60 terminological entries); drawing up of 2 terminological file entries (1 in English and 1 in Italian) for the terminological database of the Faculty concerning the language of oenology.

Final grade 102/110

13/07/2004 Genova, Italy

UNIVERSITY DEGREE IN "TRANSLATION AND INTERPRETING" (MAIN FIELD: TRANSLATION) (DIPLOMA UNIVERSITARIO PER TRADUTTORI E INTERPRETI, INDIRIZZO TRADUTTORI) Università degli Studi di Genova

Title of thesis: "Translation with Introduction and Commentary of the Book *Aromatherapie* of K. Stachowiak" (about 4910 words); drawing up of 5 terminological file entries (3 in English and 2 in Italian) for the terminological database of the Faculty concerning the language of oenology.



01/10/2002-31/01/2003 Erasmus stay at the Alpen-Adria-Universität Klagenfurt, Austria (among taken examinations: "German language course for foreign students", "German for business and economics", "A Survey of Austrian Culture".

Final grade 108/110

09/07/2000 Piacenza, Italy

DIPLOMA AS ACCOUNTANT AND COMMERCIAL EXPERT (DIPLOMA DI RAGIONIERE E PERITO COMMERCIALE) I.T.C. G.D. Romagnosi – I.P.S.C.T. A. Casali

Final grade 77/100

● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
GERMAN	C1	C1	C1	C1	C1
ENGLISH	C1	C1	C1	C1	C1
SLOVENIAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Hardware and OS

PC INTEL Core i5-6400 | 2 x LCD monitor 22" | 2 x SSD 480 GB | RAM 8 GB | MS WIN 10 PRO | Backup technologies | Brother MFC-J4540DW | Uninterruptible power supply 800 VA | Protection against viruses and malware

Software/other

Microsoft 365 | Adobe Acrobat Pro | Applications for online and offline terminology research | LTB | Microsoft Edge | Google Chrome | ZipGenius | Zoom | Microsoft Teams | GoTo Webinar | Skype | Slack | Translation Office 3000 Version 3D e 11

CAT Tools

Trados Studio 2024 Freelance Plus | Trados Studio 2022 Freelance Plus | memoQ translator pro | Translation Workspace

Other skills and competences

Across, Smartling, Memsources, CrowdIn, Transifex, Xtm, Wordfast, Transit NXT Freelance | InDesign | HTML | Wordsmith 5

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

My profession leads me to interact with people from all over the world and multicultural and multidisciplinary teams on a daily basis. I use my working language combinations in written communications and oral conversations on a daily basis. In the past, I have also had the opportunity to work in multicultural contexts during internship experiences.

● **ORGANISATIONAL SKILLS**

Organisational skills



I strive to constantly improve my organisational skills. I am passionate about topics such as organisation, self-discipline, productivity, and time management, with a view to finding an optimal balance between professional and private life. Thanks to many years of experience as a freelancer, I am used to working independently as well as in teams (a skill I also acquired through internships and voluntary association work).

● **HOBBIES AND INTERESTS**

Hobbies and interests

I am passionate about music and singing (in the past I have also been part of choirs). I enjoy reading (work-related but not exclusively), hiking in the mountains, participating in organised marathons, hydro-gym, and swimming.

● **DRIVING LICENCE**

Driving Licence: B

● **PUBLICATIONS**

2009

[Problemi specifici della traduzione giuridica: traduzione di sentenze dal tedesco e dall'inglese](#)

● **VOLUNTEERING**

2015 - 2023

Member (Tesoriere) of Consiglio Direttivo Regionale AITI Emilia-Romagna

2010 - 2015

Member of Collegio dei Sindaci Revisori AITI Emilia-Romagna

2009 - 2015

Member of Commissione Formazione AITI Emilia-Romagna

Autorizzo il trattamento dei miei dati personali presenti nel CV ai sensi dell'art. 13 d. lgs. 30 giugno 2003 n. 196 - "Codice in materia di protezione dei dati personali" e dell'art. 13 GDPR 679/16 - "Regolamento europeo sulla protezione dei dati personali".

Gropparello (PC), Italia , 16/10/2024

Daniela Longinotti