

Tiziana Ghidinelli

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Member of the Italian Language Division (ILD) – American Translators Association



ATA Certified for EN>IT

Verify at www.atanet.org/verify

Degree in languages

30 years as freelance translator

LANGUAGES :

English > Italian / French > Italian / German > Italian

AREAS OF SPECIALIZATION:

Corporate Communication, Law, Banking, Finance

LAST PROJECTS INCLUDE:

Banking:

- Products and services: Web site/Intranet contents
- Credit risk strategies / Policies on Corporate compliance/Communication with tax authorities/ Withholding taxes
- Localisation of Software Applications
- Inhouse training packages: software applications (supplier accounting, business processes, ECM, advisory process)

Finance:

- Summary / Final Terms /Prospectuses for the public offering and admission to trading of securities
- Financial statements
- Group Recovery Plan according to EU Bank Resolution and Recovery Directive
- Weekly/ Monthly Newsletters for private and professional investors
- Reports on Sustainable and Responsible Investing
- KIIDs, KIDs for PRIIPs, prospectuses, interim/annual reports for SICAV's /funds
- Employee share schemes / Company Pension Schemes

Law:

- EU General Data Protection Regulation 2016/679:
Crisis Management Guide - Personal Data Breach, Guidelines: Audit from Data Protection Authorities, Information and Consent, Retention of Personal Data, Rights of Data Subjects, Protection by Design and by Default, Data Protection Impact Assessment
Privacy Notices (Employees, Job Applicants, General)
- Minutes of shareholder meetings, European Works Councils meetings, Board of Directors meetings,
- Memorandums & Articles of Associations
- Subscription and Shareholders Agreements, M&A Agreements
- Software licensing agreements, Distribution, sale, financing, management agreements
- Privacy agreements
- Public tenders

Corporate Communication:

- Sustainability Reports/Non financial Reports
- Codes of conduct / Whistleblower Policies / Responsible Purchase Policies
- Inhouse employee training modules: physical safety, information safety, Antitrust compliance, activities within trade associations
- User manual for accounting software : Incentive Management, Invoice Management, Invoice Correction Basics, Finance Data Master, Price Management, Order Management
- Stand-alone training modules (ppt files) for software applications and General Data Protection Regulation.

CONTINUING EDUCATION

12 July 2019- Studiando la riforma della crisi d'impresa e dell'insolvenza: le procedure di allerta e di composizione assistita della crisi - Dipartimento di Giurisprudenza UNIBS

10 September 2019 - The effects of Brexit on UK political and constitutional affairs - Dipartimento di Giurisprudenza UNIBS

25 September 2019 - Prova d'ufficio nel processo civile e stato di diritto - Dipartimento di Giurisprudenza UNIBS

EQUIPMENT

Hardware: One Pentium PC Intel® Core i5-4670 CPU 3,40 GHz 16 GB RAM, one Pentium IV lap top 2.8 GHz 16 GB RAM, Windows 10, hd USB esterno 1 T, UPS Powercom, DVD burner, fax, scanner, printer and copy machine

Software: Adobe Acrobat, MS Office 2016, Trados Studio 2017/2019, Passolo, Déjà Vu III, Wordfast Classic & Professional, Transit NXT, Across version 7, MemoQ, Kaspersky Antivirus