

## CURRICULUM VITAE - Silvia Cavigli

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Working languages: English, German, French > Italian (mother tongue)

- attended a four-year language school in Milan (Istituto Giusti - via Prina, 11 - Milan) and obtained a Translator and Interpreter diploma in **June 1980**
- obtained a Travel Operator diploma at Istituto Bertarelli in Milan in **1981**.
- went to Austria, Germany, UK, France to practice my language skills in **1982**.
- established my own company "IN LINGUA", specializing in translations and interpreting in **1985**, which has been operating successfully with major companies and private institutions in Tuscany.
- member of AITI (Associazione Italiana Traduttori e Interpreti - Italian Association of Translators and Interpreters) in Tuscany **since 1998**.

My prevailing activity is carrying out technical translations (technical specifications and instruction and service manuals for electronic equipment) and managing business relationships with foreign companies on behalf of my customers.

I also carry out sworn translations at the court of Arezzo.

Software: MS/DOS, Windows 7 professional 64 bit, Word 2007, Page Maker, Excel, Trados SDL 2007; Trados Studio 2015 and Trados Studio 2017, ADSL internet connection

Hardware: PC: Microprocessor Intel I 5 with 8 GB RAM, Hard disk capacity 1000 GB; modem 56 KB

CD-ROM, CD/DVD recorder; Internet; Printer; Fax Machine.

The translation and control phase of texts is carried out in compliance with criteria assuring high quality standards (e.g. triple reading of text).

My principal translation fields are:

- websites
- power electronics and applications
- photovoltaic power systems
- wind energy plants
- mechanical engineering
- legal documents
- real estate surveys
- notes of calculation for civil engineering
- banking documentation
- telecom
- quality assurance
- commerce - contracts
- banking
- spray booths for cars and trucks

- mechanical equipment
- air cleaning systems
- wine - food
- office furniture
- textile machineries
- children's fashion

- I have collaborated to prepare and issue the whole documentation in Italian and English language in order to get the Quality Assurance ISO 9001 certification for an Italian company operating in the power generation field.

- Among my accomplished projects, the translation of a tourist WEB site from Italian into German, English and French regarding the Casentino Valley (itineraries, craftmade products, typical food, hotel booking, etc.).

- Translation from Italian into English of a study project for the Italian C.N.R. (Consiglio Nazionale delle Ricerche - National Research Council) on behalf of the Università degli Studi of Florence (Faculty of Law) regarding bioethics, mandate, trust, toxic torts.

- Publication on : [www.sommeliersonline.it](http://www.sommeliersonline.it) of "English course for wine tasters" written in cooperation with the Italian Association of Wine Tasters.

- Translation of European standards into Italian, among which EN ISO 12215, UNI EN 13355, Norme Française NF E 85016.

I have attended the following specialization courses organized by the Italian Association of Translators and Interpreters:

- The translator between informatics and translation: today's tools and future developments.
- Time management.
- Advanced Trados course.
- The management of translation projects from quotation to delivery.
- Beyond sentences in written English.
- Introducing, translating and comparing legal documents: major tools and strategies – essential features on the English legal system.
- Strategies to typical commercial agreement interpretation and translation.
- Company law: basic terminology aspects.
- Introduction to German civil procedural law: similarities and differences to the Italian civil procedural law.
- Creativity in translation.
- Translator's marketing.
- Words & wine.
- Words at the winery.
- Catching up with phrasal verbs.
- Netiquette and Strategy: the Natural Social Media Ingredients.
- Translating the beer world from English to Italian.
- Working as an independent translator and interpreter. How to work with full knowledge of

tax and social security rules relating to the profession carried out as a freelance professional.

- Comparison between "Limited Liability Company" of Italian law and "Gesellschaft mit beschränkter Haftung" of German law. Basic characteristics and translation practice.