

# Giovanna Comollo

## Full-time Technical Translator

To seek and maintain a freelance position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Experienced technical translator with over 40 years of experience in different branches of industry, commerce, legal, marketing. Excellent reputation for resolving problems and improving customer satisfaction.



## Work History

1981-11 -  
Current

### Full-time Professional Translator

*Myself Continuing TOP SERVICE SAS Activity, Cuneo, Marbella and digital nomad*

- Work with customers to understand needs and provide excellent service always with energy and enthusiasm in a very competitive, fast-paced environment within the required delivery time.
- Use Microsoft Office programs, Adobe PDF, Visio, Q-Xpress and other software tools to create documents and other communications.
- Have been using Trados Studio 2022 and many online tools such as MemoQ, Memosource, Polyglot, Wordbee, XTM, and other proprietary programs.
- Conducted research, gathered information from multiple sources and presented results in accurate translations.
- Translation, localization, MTPE (full), annotation, language marketing support.
- Subtitling on different programs such as Agorà, Subtitle Edit, Subtitling Workshop, especially for documentaries, training courses.
- Proofreading with strict specific time frames and according to the client's style guide.
- Work towards my mother tongue, Italian, from English (both UK and US), French, German and Spanish (Spain).



## Contact

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Mother tongue Italian ●●●●●

English C2 ●●●●●

French C2 ●●●●●

German C1 ●●●●○

Spanish (Spain) C1 ●●●●○

Basic notions of Occitan, Portuguese and Dutch ●●○○○

Vast translation and interpreting know-how and experience. ●●●●●

Microsoft Office 365 Full Package, Adobe Acrobat ●●●●●

Proficient in SDLTrados Studio 2022, MemoQ, Wordbee, Polyglot. ●●●●●

Skilled technical, building and medical translator. ●●●●●

Technical subtitler for training courses and documentaries.

- Keep myself up to date with constant learning through webinars, Techforward courses and Insider training, Proz webinars and courses, Trados webinars.
- Till today over 40 years' in translation.
- Full time technical and medical translator, former specialized interpreter (consecutive, simultaneous, negotiations), subtitler, MTPE, machine-learning, proofreading and annotation. I still work as a freelancer, but started back in 1981 and even reached a portfolio of 300 clients in the nineties.
- I translate and post.-edit approx. 20,000 words per week.
- Reviewed news and current events in international publications, translating relevant information for leaders.
- Translated documents for research departments, books, supporting data collection and reporting.
- Translate business websites to support international expansions.
- Update existing translations to meet contemporary trends in communication.
- Use translation software to verify complex terms and expedite communication process.
- Provide marketing localization support
- **TRANSLATION:**
  - General:** tourism, cooking, food and wine, revenue and hotel management
  - Marketing:** a few giants in marketing and logistics rely on my services daily.
  - Technical:** user's manuals, packaging, food-processing, technical fabric spinning, weaving, paper manufacturing, printing and inks, wine production technology, automotive and airbags, plastics and resins, automotive, metalworking, environmental science and waste treatment, railways, carbon footprint and carbon literacy (certificate) , ALCOTRA EU projects.
  - Medical:** test equipment, biotech, wearable

## Languages

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English (UK and US)

French (France and some Canadian)

German (German, Swiss and Austrian)

Spanish (Spain and some S.A.)

Portuguese (fundamentals, reading)

Dutch (fundamentals, reading)

Occitan (intermediate, reading,

writing and understanding)

devices, aesthetic and medical laser

treatments, dentistry, cardiology, HIV, COVID

**Standards:** QC, HACCP, ergonomics, safety and security, inclusivity and gender, employee training and SAP systems, ISO and EU regulations and publications

**Sworn and legal:** personal documents, deeds, bids, contracts, reports, certificates, judicial verdicts, among others.

**Books and theses:** mainly in the field of earth education and environmental education, interregional parks, education programs, consecutive interpreter in the field from 1983 to 2000 (Parco del Po e dell'Orba, Parco dell'Argentera e del Mercantour). Many University theses: albergo diffuso presentations, medical and physiotherapist works and a lot more. Poems.

- **SUBTITLING EXPERIENCE:** Films, documentaries, website texts, advertisements, training courses. I started 4 years ago with documentaries and films, for important international companies, and also work for an advertising agency in Turin. Now approx. 1 film per month.

I no longer offer interpretation services.

- Consult specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases
- Member of Proz.com and TranslatorsCafé. Member of Insiders Techforward.

1991-01 -  
2002-06

### **Sales and Marketing Department Manager**

*TECHNOFABRIC SPA, Costigliole S. , Italy*

- Customer relations and sales all over the world
- Company interface with warehousing and production of technical textiles for the printing and safety industry all over the world (cotton, polyester, airbags, plastic materials, PVC and more)

- Evaluated consumer preferences and behaviors, combined with market trends and historical data, to adjust and enhance campaigns.
- Mentored local personnel on best practices and protocols to maximize productivity.
- Considered business demands and customer preferences when developing pricing structures and marketing plans.
- Generated 200% more sales through effective networking and marketing strategies to grow new business and increase productivity.
- Developed insights on marketing campaigns to assess performance against goals.
- Supervised marketing and planning activities to exceed [printing](#) segment sales and margin goals.
- Created printed marketing materials designed to drive campaigns.
- Captured new customers by optimizing business strategies and launching products to diversify offerings.
- Enhanced profitability to achieve marketing objectives and drive productivity and growth from concept to implementation.
- I used to travel a lot and enjoyed being host at meetings and dinners, and chef there sometimes as well, thus allowing the company to grow from 300 000 to 3 billion lire sales.
- Expanded cross-functional organizational capacity by collaborating across departments on priorities, functions and common goals.
- Maximized performance by monitoring daily activities and mentoring team members.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
- Applied customer feedback to develop process improvements and support long-term business needs.
- Met deadlines, exceeding expectations and effectively rolling out [delivery programs](#).

- Developed insights on marketing campaigns to assess performance against goals
- Captured new customers by optimizing business strategies and launching products to diversify offerings
- Oversaw preparation of marketing copy, images, videos, emails and other collateral

**2004-05 -  
2022-09**

### **Owner, Manager and Cook**

*Locanda degli elfi, CANOSIO*

- Managed day-to-day operations starting as a b& b (Il rifugio degli elfi) and then developing into a scattered mountain hotel, an Albergo diffuso member of the Associazione Alberghi diffusi Internazionale ADI.
- Turnover went up over 200,000 euros for the summer/winter season.
- Organize the kitchen, prepare menus in all different languages, cost control, first-aid, safety, HACCP, COVID control.
- Organize and pay employees.
- Contact with clients.
- Purchases and accounting activities.



## **Education**

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**2022-10 -  
Current**

### **High School Diploma**

*UIC EXTEND – England*

Course for basic subtitling to improve my skills with timing and technical issues.

**1992-10 -  
1994-10**

### **Master of arts: Management And Translation**

*Baton Rouge University - USA*

**1985-01 -  
1987-06**

### **Proficiency certificate in English 1B: Proficiency Certificate in English And Translation**

*Cambridge University - England*

**1985-01 -  
1987-06**

### **Teacher of English in Italian Universities**

*Cambridge University - England*

1976-10 -  
1979-05

## Diploma of Technical Translator And Interpreter: Translation, Interpretation, Secretarial Studies

*IPSEIT - TURIN*

- Member of International School of interpreters, translators and European secretaries
- Technical and commercial translation
- Interpretation: simultaneous, training with Fiat and Alfa Romeo, fairs and exhibitions, congresses, consecutive and negotiation.



## Accomplishments

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- IPSEIT institute, Turin (Italy) equivalent to the present University degree that did not exist then
- 2003 to date HACCP, safety, first aid, marketing, communication, cooking training courses and short-term diplomas
- Chamber of Commerce and hotelier association ASCOM Cuneo, Cuneo (Italy)
- I have attended several short courses to keep my standard up to date or improve my knowledge of hotel management
- Some of these courses are compulsory in order to manage a hotel or be allowed to cook for the public, however small the firm
- 2021 training courses and specific webinars:
  - Wordbee webinars
  - TAUS courses and webinars about translation and MTPE (ongoing)
  - SDL Studio training courses and SDL webinars and videos (ongoing)
  - Marketing management courses
- Recently, Silvia Salese's on line courses: - Social training 1: Sviluppo innovativo e sostenibile
- Social training 2: Digitalizzazione sostenibile per PMI Oct
- Dec 2022 BASIC SUBTITLING uic extend COURSE.
- 2021 - Language weaver machine translation webinars

- Enogastronomy translation course, Oxford Centre Group Turin
- Nov 2021 - Add-ons for safety and security, first aid, HACCP, manager's responsibilities
- 1986 to 2002 Teacher of English and marketing at a technical school in Cuneo (ENaip), where
- I specialized in courses for adults, workers and women entrepreneurs and gender parity opportunities
- Online teacher occasionally today for a passion.



## Additional Information

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I have several prizes for cooking, have two cats, have been teacher for over 20 years of Scottish Country dancing and Irish Set Dancing.

Member of Four Paws International (animal welfare charity)

Carbon literate with a certificate.

I attend webinars and courses regularly on line in order to keep up to date and improve my skills as a translator, as a professional, as a manager.



## Interests

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Music (modern, folk, classical) used to play the piano and sing.

Book reading: novels, historical, poems (also have a few prizes for my own poems)

Mountaineering

Cooking

Gardening

My father was a doctor, so I learned a lot from him for what medical translation is concerned.

Folk dancing is still my passion.

Use a lot of software for translators.