

## CV of Sarah Dunkley, Freelance Translator from Italian and French into English

<b>PERSONAL DETAILS</b>	
<b>Name</b>	<b>Sarah Maureen Dunkley</b>
<b>Nationality</b>	Canadian
<b>Address</b>	<b>Milan, Italy (Central European Time)</b>
<b>E-mail</b>	<a href="mailto:smdunkley@gmail.com">smdunkley@gmail.com</a>
<b>Mother tongue</b>	<b>English</b>
<b>OBJECTIVE</b>	<b>I want to collaborate with your company. I am a freelance translator who is willing to translate Italian and French documents into English. I also do post-editing and revision projects.</b>
<b>PROFESSIONAL EXPERIENCE</b>	<p>I have received compliments for a questionnaire I translated from Italian and two contracts I translated from French.</p> <p>When I started translating years ago, I used Microsoft Word and printed the translation so I could put the source text on one side of my desk and the translation on the other and check the translation.</p> <p>Years later, using a computer assisted translation (CAT) tool has certainly made the quality check easier and sped up the translation process, so I can accept urgent jobs more often. Translation, post-editing and revision projects from Italian and French are mostly done in SDL Trados. Using this CAT tool has put me in a position to be able to accept more or bigger projects.</p> <p>Since 1987 I have been translating documents in the following fields</p>
	<p><b>LEGAL:</b> General Data Protection Regulation GDPR 679 of 2016, contracts; conditions of sales; residential and commercial rental contracts; board of directors' meeting minutes; shareholders' meeting minutes; powers of attorney; articles of association/company charters, internal procedures; condominium rules; Italian legislative decrees 81 of 2008 and 231 of 2001; writs of summon; tender calls.</p> <p><b>FINANCIAL:</b> Financial statements, including financial statements of banks; procedures for compliance with newly-introduced legislation; factoring, fund performance reports.</p> <p><b>COMMERCIAL:</b> Chamber of Commerce registrations and excerpts, food, animal feed and cosmetics labels; cosmetic treatment/spa websites; travel and tourism websites; wine catalogues; furniture catalogues; Internet sites; food and recipe websites</p>

	<b>INFORMATION TECHNOLOGY:</b> Cookie policies; warehouse management software
<p><b>Titles of some documents translated from French recently</b></p>	<p><b><u>Titles or description of some documents translated from French recently</u></b></p> <ul style="list-style-type: none"> <li>- Dispositif médical de diagnostic in vitro ; 200 words</li> <li>- Développez votre carrière avec une équipe mondiale qui dynamise la transformation de l'industrie ; 655 words</li> <li>- vêtements printemps/été et automne/hiver pour bébés et enfants ; 45,000 words</li> <li>- Rapport financier semestriel 30 juin ; 12,499 words</li> <li>- Le marché français du biométhane est un des plus dynamiques en Europe ; 673 words</li> <li>- Echelle en aluminium, Echelle mobile, Escalier à plat-forme mobile ; 13,600 words</li> <li>- La gestion des demandes de service ; 2,987 words</li> <li>- Politique de gestion des cookies ; 450 words</li> <li>- Déposez les liquidités dont vous n'avez pas besoin et profitez d'un taux avantageux ; 300 words</li> <li>- Règles générales du Groupe et/ou de la SOCIETE en matière de sécurité ; 1,759 words</li> <li>- Modelé de garantie de bonne fin; 1,123 words</li> <li>- Règlement des frais ; 1,994 words</li> <li>- République Tunisienne Ministère de l'Enseignement Supérieur, de la Recherche Scientifique et de la Technologie Direction Générale des Etudes Technologiques DIPLÔME ; 286 words</li> <li>- Déclaration de Son Excellence Denis Sassou-N'Gusso, Président de la République sur le COVID-19 ; 1,247 words</li> <li>- Déclaration n° 2 du gouvernement de la République du Congo relative à la pandémie de coronavirus (COVID-19) ; 430 words</li> <li>- Réquisition Conformément à la Note Circulaire n°0001/PM-CAB du 1er février 2020 relative à l'épidémie de CORONAVIRUS ; 107 words</li> </ul>
<p><b>Titles of some longer documents translated from Italian recently</b></p>	<p><b><u>Titles of some longer documents translated from Italian recently</u></b></p> <ul style="list-style-type: none"> <li>- Razionale per definire i requisiti essenziali di sicurezza e prestazioni (General Safety and Performance Requirements GSPR) in accordo con il regolamento EU/2017/746 IVDR – Allegato I; 7486 words</li> <li>- Modello di Organizzazione, Gestione e Controllo — Parte Speciale: 37,330 words;</li> <li>Modello di Organizzazione, Gestione e Controllo — Parte Generale: 14,026 words</li> <li>Linea Guida Whistleblowing: 2,326 words</li> <li>Sistema di Reporting OdV: 3,707 words</li> <li>- Gestione delle trasferte e dei rimborsi spese; Management of travel and expense reimbursements: 13,893 words</li> </ul>

	<ul style="list-style-type: none"> <li>- Procedura Operativa Interna, Descrizione fisica Datacenter - Sito Primario e Secondario: 13,095 words</li> <li>- La fisioterapia come cura dei disturbi da reflusso gastrico, l'ernia iatale e la tachicardia da reflusso: 29,691 words</li> <li>- Manuale di vendita di cosmetici: 24,229 words</li> <li>- Prescrizioni Generali per la Presentazione dell'offerta (PGO); Lettera di Richiesta d'Offerta; Lettera di Nomina Responsabile Esterno del Trattamento dei Dati (D. Lgs. N. 196 De130/06/2003): 18,729 words</li> <li>- Relazione finanziaria semestrale: 20,521 words</li> <li>- Avviso di gara europea a procedura ristretta per l'appalto di realizzazione di una campagna di straordinaria di comunicazione a favore del 'Made in Italy': 8,781 words</li> <li>- Modello di formulario per il documento di gara unico europeo: 6,546 words</li> <li>- Patto di Integrità Relativo alla gara a procedura ristretta per la realizzazione di una campagna di straordinaria di comunicazione a favore del 'Made in Italy': 819 words</li> <li>- Contratto; Payroll Perimetro Standard; Time Perimetro Standard: 14,407 words</li> <li>- Condizioni Generali d' utilizzo del Portale; Atto di nomina quale responsabile esterno del trattamento dei dati personali; Condizioni Generali di utilizzo dell'App; Informativa Privacy; Designazione da parte del Titolare del Trattamento di S.p.A. quale responsabile esterno del trattamento di dati personali: 29,626 words</li> </ul>
<b>1986/1989</b>	<b>English Tutor</b>
<b>1981-1983</b>	<p><b>Reporter</b></p> <p><b>Southam Communications Ltd.</b>, Don Mills Rd, Downsview, Ontario, Canada</p> <p>Construction Daily News was a trade newspaper that published tender calls and kept a construction plans viewing office for road and building contractors. My job consisted of contacting municipalities in certain parts of Ontario to obtain news about upcoming construction projects and then writing articles them in this newspaper.</p>
<b>1981 and May-September 1984</b>	<p><b>Clerk</b></p> <p><b>Southam Communications Ltd.</b>, Don Mills Rd, Downsview, Ontario, Canada</p> <p>I was an assistant to the reporters of Construction Daily News</p>
<b>03/1981-06/1981</b>	<b>Clerk</b>

	<p><b>Nestlé</b>, 1185 Eglinton Ave., Don Mills, Ontario, Canada</p> <p>This was a temporary job I obtained through an employment agency. I worked in the Marketing Department where I had to read and reply to letters sent to Nestlé by consumers.</p>
<b>06/1979-02/1981</b>	<p><b>Assistant to the Marketing Manager</b></p> <p><b>Hume Publishing</b>, Gordon Baker Road, North York, Ontario, Canada. This was a direct marketing company that published investment courses and the <i>Money Letter</i>, a monthly newsletter encouraging people to invest their savings in stocks, bonds and financial instruments in general. I opened the mail, handled cash and cheques, registered new subscriptions, ordered printouts of subscription lists, distributed mail to co-workers, compiled marketing statistics</p>
<b>EDUCATION AND TRAINING</b>	
<b>May – August 1984</b>	University of Toronto, Wordsworth College evening school, I attended English writing class, and second year Italian class
<b>1982-1983</b>	University of Toronto, Wordsworth College evening school, I attended Art, French and Italian classes in the evenings.
<b>1978-1979</b>	George Brown College, Apparel Management Course
<b>1977-1978</b>	Winston Churchill Collegiate Institute, Scarborough, Ontario, Canada. Received Grade 13 High school leaving diploma in June 1978
<b>1974-1977</b>	East York Collegiate Institute, Toronto, Ontario, Canada. Received grade 12 High school leaving diploma in June 1977
<b>PERSONAL SKILLS</b>	
<b>Communication Skills</b>	Excellent verbal and written communication skills
<b>Computer skills</b>	<p>I am familiar with Microsoft Office programmes Word, Excel, PowerPoint,</p> <p>I am competent with Trados 2021 computer aided translation software with an output of 9 pages of translations or about 2,500 words per day from Italian and French into English</p>
<b>OTHER INFORMATION</b>	I swear that the above information is true.

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Moreover, I authorise the processing of my personal details in accordance with the provisions of the GDPR, Regulation (EU) 2016/679 of the European Parliament and of the Council.
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