Manuela Simonetti

Manuela.simonetti@gmail.com – 07711 098889

59 Hillfield Road, West Hampstead, London NW6 1QD

**PERSONAL STATEMENT**

I am an experienced language professional with a vision that shapes the organisation, the services and the projects offered by my current company, Interlanguage Translation Ltd., a niche language services provider specialised in legal, financial and IT translation and localization services. I tend to be an assertive and forceful leader with a preference for roles in managing and directing change, systems and strategic activities. I am very entrepreneurial and accept responsibility and authority. I am goal oriented, possess a sense of urgency, am able to take and implement decisions, set, monitor and control objectives, handle complex people and situations and am a self-starter.

I tend to be decisive and confident in making decisions on my own, in consideration of the risks involved. I am able to work under pressure, and have a strong drive to achieve tasks and objectives. I have a logical and immediate approach to problem solving, and generally produce results of high standard. I enjoy working both alone and in a team, and can motive a team to achieve the set objectives.

As a lawyer-linguist and financial translator, I write high level Italian copy from English, German and French sources and review texts into German and English.

As an Owner Manager, I have set up, developed and managed one company in the UK and one in Italy, achieving SAP Partner certification in 2010 and becoming an affiliate of ASAP Globalizers GmbH in 2014 (worldwide presence with an offering tailored at SAP clients). Back in 2008, I have introduced Telephone Interpreting Services to the Italian market.

As a consultant, I have advised companies on controlled authoring, language process optimization through Computer Aided Translation Tools and Machine Translation, SAP SE63 environment setup, scoping and translation, and telephone-interpreting services tailored to the legal and financial industry.

My specialty is to lead a company without a localization department or strategy to “localization maturity”, achieving overall savings through project optimisation.

WORK EXPERIENCE

Since 1996 I have personally translated and interpreted for many clients in the legal and financial industry, among which: Barclays, Morgan Stanley, Credit Suisse, Deutsche Bank, Jupiter, PWC, Herbert Smith, European Court of Justice, European Commission, Cedefop, Translation Centre of the European Communities, and the SAP Legal Department. For SAP I organised the entire terminology and translation (to which I took active part) of the following modules: SAP FI-CO, BANKING, REPORTING, ASSET MANAGEMENT, INVESTMENT MANAGEMENT, INSURANCE, REINSURANCE, ERPs/SAP HANA products.

Managing Director – September 1996- Current

Interlanguage Translation Ltd. - [www.iltgroup.eu](http://www.iltgroup.eu), speaklegal.co.uk, interpretdirect.co.uk and asapgobalizers.com

Being in charge of a small company often means not having specialised personnel to cover the different roles. It certainly happened with my company. While I now focus more on strategy and business development, when I set up the company, I was heavily involved in the daily project management and quality assurance of the assignments.

#####  Responsibilities:

* In charge of Strategic Thinking, International Business Development, Financial Management, Marketing (social and multichannel), Sales and Strategic Sourcing (IT infrastructure: TMS, CAT, CMS, MT-engines and relevant roll-outs to users.
* Skills needed: Interpersonal and communication, in English, German, Italian and French, leadership, organisation, decision making, use and appraisal of different IT systems (CAT, TMS, MTs, Editorial, CRM, Accounting, and SAP), technical implementation of tools, program management and project management, due diligence, competition analysis, brand development, copywriting and translation.
* Opening of subsidiary company in Italy and appointing key personnel to run it (Cagliari and Rome)
* ASAP Globalizers GmbH board member
* Liaising with strategic customers and partners
* Defining training priorities of staff (certifications and professional development courses) and purchase training activities and certifications.

Lawyer Linguist – January 2001 – December 2006

European Court of Justice - www.curia.eu

Luxembourg

#####  Responsibilities:

* Lawyer Linguist from English and German into Italian.
* Translation into Italian of the Opinions of the Advocate Generals used in court proceedings (ECJ).

Senior Translator and Terminologis – 1991-1995

SAP AG - www.sap.com

Walldorf, Germany

##### Responsibilities:

* Creation and development of the Italian terminology and documentation for SAP AG products (ERP)
* Development of multilingual Corel Draw and GEM presentations.

Wisseschaftliche Hilfskraft – Nov 1989 – March 1991

Karl Ruprecht Universitaet- https://www.uni-heidelberg.de/

Heidelberg, Germany

##### Responsibilities:

* Research and documentation tasks for a project on Valential Theory as applied to the economic and financial language, led by Prof. Dr. Giovanni Rovere. The results of the research were published by Il Sole 24 Ore.

**EDUCATION**

Executive Master in Business Administration
Business Administration, ICT and Finance, II level (Phd. level)

MIP Politecnico di Milano, Italy

Foundation course in Fine Art, Byam Show School of Art, London (now part of Central Saint Martins College of Art and Design, London) 2002-2003.

LLB (Hons) 2:1 – June 1999.

University of London, London School of Economics and Political Science

Ulpan course in Tel Aviv University, IL

Diplom Uebersetzer, equivalent to BA (Hons) and Master (4 years study plus one year thesis) 2:0 – March 1991.

University of Heidelberg, Neuphilologische Fakultät, Germany (German at mother tongue level).

Juedische Hochschule Heidelberg (6 “Scheine” among which “Juedische Kunst“ with a work on the moorish Synagogue of Florence)

Specialisation course in Simultaneous Interpreting, 1993-1995.

University of Germersheim, Germany

**PERSONAL INTERESTS**

Cycling (I recently completed the London to Paris cycle tour in support of my chosen charity), Yoga, Running, Tennis, Figure Ice-Skating

Painting, Photography, Literature

Repatriation and art disputes and resolution

**REFERENCES**

References are available on request.

**LANGUAGES**

Italian (mother tongue C2)

German (excellent, C2)

English (excellent, C2)

French (fluent)

Spanish (passive understanding)

Hebrew (level gimel)

Member of the Institute of Directors

Member of the Institute of Translation and Interpreting

Member of ELIA

Certificate in

Localization (CICO)

SAP ABAP Programming, basic level

SDL Trados (Partner level)

Subtitling (City University London)