

# CURRICULUM VITAE



## Personal informations

Name von Arb Michèle  
Citizenship Swiss  
Date of birth 15 May 1978  
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## GRADUATE TRANSLATOR FOR ITALIAN>GERMAN

### Experience as a translator

Since 2007 - present **Professional freelance translator for translation agencies and directs clients in Switzerland and abroad**

**Source language** Italian  
**Target language** German (Mother tongue)

**Services** Translation, Proofreading, Editing, Typing Service etc.

**Subject areas**

Cooking & Culinary	Textiles, Fashion & Lifestyle
Viticulture & Oenology	Transport & Logistics
Travel, Tourism & Sports	Wellness & Spa
Cosmetics & Beauty	Business correspondence & Conversation
Meteorology	Botany & Zoology
Culture & Religion	Medias, Multimedia
Geography	Social sciences & Ethics
Literature	Education
Industry & Technology	Home & Living

**Text types** Guide books, recipes, menu, labels, terms and conditions, instructions for use, manuals, brochures, product descriptions, catalogues, flyers, presentations, e-mails, letters, interviews, offers, websites etc.

### Education/Diplomas

2007 - 2010 HDS St. Gallen School of Interpreting and Commerce (Switzerland)  
**-Diploma in Translation**

1998 - 1998 Italian Language School Leonardo da Vinci, Florence (Italy)  
**-Diploma of the Italian Language**

1995 - 1998

Professional Commercial School of Aarau (Switzerland)  
**-Swiss Federal certificate of Capacity for commercial employees**

## Professional development

May 2011 1st ProZ.com Europe International conference (Rome, Italy)  
May 2011 SDL Trados Studio 2009 Intermediate for Translators (Bern, Switzerland)  
April 2011 Seminar "Literary translations" (Chivasso, Italy)  
April 2011 SDL Trados Studio 2009 Getting Started for Translators (Bern, Switzerland)  
November 2009 Seminar „Translation of websites“ (St. Gallen, Switzerland)  
May 2009 Seminar „Proofreading“ (St. Gallen, Switzerland)

**Technical equipment** CAT-Tool: SDL Trados Studio 2009  
Operating system: Windows 7  
Hardware: Laptop Lenovo V560  
Software: Microsoft Office (Word, Excel, PowerPoint)

## Languages knowledge

German Mother tongue  
Italian Excellent, written and oral  
English Good level, written and oral  
French Good level (D.E.L.F 1er Degré)  
Spanish Elementary level

**Portfolio** <http://www.proz.com/profile/855830>

## Professional career

2006 - 2011 Bertschi AG, Intermodal Transport company (Birr, Switzerland)  
**Commercial employee**

2004 – 2005 Eas - European Avia Service, Airport Leonardo da Vinci (Rome, Italy)  
**Ground Hostess for the airline company AirOne**

2003 – 2004 R.C.M.2000, Iron and steel trading company (Ardea, Italy)  
**Commercial employee and translator**

2002 – 2003 Sfehan, Supermarket (Florence, Italy)  
**Employee**

2002 – 2002 Raffaello, Finance company (Prato, Italy)  
**Commercial employee**

1999 - 2002 Calzedonia, Boutique for hosiery and beachwear (Florence, Italy)  
**Shop assistant**

1995 - 1998 APG Allgemeine Plakatgesellschaft (Aarau, Switzerland)  
Poster Advertising Company  
**Commercial apprenticeship**

## My service features

- ✚ Reliability and professionalism
- ✚ High quality at competitive prices
- ✚ Adherence to delivery dates
- ✚ Use of CAT tools (SDL Trados Studio 2009)
- ✚ Terminology research
- ✚ Glossary compilation and maintenance
- ✚ Intercultural competence
- ✚ Absolute discretion guaranteed

Upon request I can provide references and samples of my work.