

# Irene Zanecchia

215 Mansefield, East Calder, Livingston, EH53 0JJ  
Mobile: +44 (0)7454 525620 E-mail: [irenezanecchia@gmail.com](mailto:irenezanecchia@gmail.com)

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## Profile

Italian conference and public-service interpreter and translator with experience in several fields (financial, legal, marketing, medical, business, tourism, etc.). Excellent knowledge of cultural differences and ability to perform a wide range of general administration and IT tasks, to work under pressure, and meet tight deadlines.

## Work Experience

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### 04/2018 – present

#### Contractor, Global Language Services, Edinburgh – UK

Agency providing translation and interpreting services

- Public service interpreting (Spanish <> English, Italian <> English) – NHS, Police Scotland, Social Services

### August 2017 - present

#### Contractor, Cetra Language Solutions - USA

*Main duties:*

- Translation (English > Italian) – Medical surveys for health professionals and patients, certificates

### 01/2017

#### Interpreter/Translator for the 2017 World Para Alpine Skiing Championships (Tarvisio - Italy)

*Main duties:*

- Translation of official speeches (Italian <> English)
- Consecutive Interpreting (Italian <> English) during meetings
- Whispered interpreting (Italian > English) during a special award ceremony

*Other duties:*

- Language coaching and public speaking
- Managing the press office at the race venue

### 12/2015 – present

#### Contractor, Language Reach, London – UK

Agency providing translation services

- Translation (Italian > English) – Judgments, court orders, contracts, particulars of claim, planning permissions, medical reports, brochures, letters
- Transcription (English > Italian) – Marketing

### 10/2015 – present

#### Contractor, GlobaLexicon, London – UK

Agency providing translation and interpreting services

- Transcription (Italian > English) - Medical

### 09/2014 – 06/2017

#### Contractor, Language Line, London – UK

Agency providing translation and interpreting services

- Face-to-face interpreting (Italian <> English, Spanish <> English) – NHS

**05/2013 – present**

**Contractor, Today Translations, London – UK**

Agency providing translation and interpreting services

- Translation (Italian > English, English > Italian, Spanish > Italian) – Finance and trading, financial statements, financial documents, medical reports, medical letters, judgments, affidavits, court orders, contracts, terms and conditions, certificates, CVs, websites, title searches, leaflets, marketing, fashion, luxury products, etc.
- Localisation (English > Italian) – Product descriptions
- Proofreading (English > Italian) – Websites, brochures, CVs, leaflets, etc.
- Transcription (Italian > English) – Court evidence
- Face-to-face interpreting (English <> Italian) – Legal sector

**04/2013 – present**

**Contractor, Language Connect, London – UK**

Agency providing translation, localisation, and interpreting services

- Remote simultaneous interpreting for market research interviews (Italian > English) – Medical (haematology, oncology, celiac disease, etc.)
- Public service interpreting (English <> Spanish, English <> Italian) – NHS, Social Services
- Telephone interpreting (English <> Spanish, English <> Italian) – Healthcare Sector, Social Services
- Simultaneous and Consecutive interpreting (English <> Italian) – Tourism, EU
- Translation (English > Italian, Italian > English) – Marketing, Medical Reports
- Transcription (Italian > English) - Marketing

**02/2006 (whilst studying) – present**

**In house/Contractor, D.e.a Dimension, Rome – Italy**

Dance school and event planning organization working at the national and international level

- Translation of some of the website pages (Italian > English, Italian > Spanish), Teachers' CVs (Italian > English, Italian > Spanish, English > Italian), Contracts (Italian > English)
- Other duties:
  - Customer service
  - IT duties (basic image, video, and audio editing activities, website contents update)
  - General administration (emails, phone calls, payments collection, database update, data research, document writing in English and Italian)

*Areas of expertise:*

- **Client relationship:** dealing with clients on regular basis;
- **Team working:** developing projects together with the other members of the staff
- **Data Researching:** database creation
- Ability to **work autonomously** and act on own initiative under the leadership of the Board
- Working under pressure and meeting tight deadlines
- **Time management:** balancing study and work

**Education**

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**10/2016**

**Legal Secretary Diploma Course**

**Institute of Legal Secretaries and PAs**

- Knowledge acquired:
  - England and Wales legal system
  - Legal document writing

**15/04/15**

Webinar: the Translation of Civil Court Documents (speakers: Serena De Palma, Arianna Grasso)

**5/02/2015**

Webinar: the Translation of Constitutional Documents (speakers: Serena De Palma, Arianna Grasso)

**15/01/2015**

Webinar: the Translation of Boilerplate Clauses in International Contracts (speakers: Serena De Palma, Arianna Grasso)

**09/01/2015**

**Legal Translation Symposium  
University of Roehampton**

**04/2014**

Webinar: interpreting for the Police (website: Proz.com, speaker: Aleksandra Fiddler)

**04/2014**

Webinar: interpreting for the Courts (website: Proz.com, speaker: Aleksandra Fiddler)

**10/2010 – 03/2013**

**Master's Degree in Conference Interpreting  
University San Pio V – Rome, Italy**

- Skills acquired:
  - Simultaneous and consecutive interpreting (English <> Italian, Spanish <> Italian)

**11/2005 – 06/2008**

**Bachelor's Degree in Translation and Interpretation  
SSML Gregorio VII – Rome, Italy**

- Skills acquired:
  - Translation (English <> Italian, Spanish <> Italian)
  - Consecutive and face-to-face interpreting (English <> Italian, Spanish <> Italian)

**Languages**

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Italian (native), Spanish and English (excellent), French (lower intermediate)

**Achievements**

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- March 2015: Interpreter of the Year for Language Connect
- December 2014: registration with the ITI as an Associate
- March, 2013: first class honours degree in Conference Interpreting
- February/June 2013: research period carried out in Spain, in cooperation with the University of Alicante
- April, 2010: first class honours degree in Translation and Interpretation

**Additional Skills**

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- IT skills:
  - **CAT Tools: SDL Trados Studio 2015, MemoQ**
  - Programs: Microsoft Office tools (Word, Power Point, Publisher, Excel, Outlook), Pro Show Gold, Adobe Photoshop, VirtualDub Mod, Audacity
  - Basic HTML knowledge, which allows me to manage web contents created by others
- Specific knowledge:
  - Ballet, Jazz and Tap vocabulary