

SIMONA VEERHUIS-VANNICELLI

Born in: Rome, Italy
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EDUCATION

May 2007 - Jul. 2007 Vrije Universiteit Amsterdam - Dutch for foreigners - Department Dutch as a Second Language - First level completed

Oct. 2003 - Feb. 2007 Scuola Superiore per Mediatori Linguistici Carlo Bo - Ente Morale - Roma - Higher School for Interpreters and Translators - English and Spanish - Diploma in Scienze della Mediazione Linguistica

WORK EXPERIENCE

Oct. 2014 – Today Owner of the SVV translations (www.svvtranslations.nl) - offering translation and interpreting services from English and Spanish into Italian – specialized in Travel, Tourism and Websites

Aug. 2012 – Oct. 2014 Booking.com – Amsterdam office – Freelance coordinator - providing administrative and technical support to the freelance translators working for the company. Active role in resource planning, plan execution and budgeting, with growing responsibilities especially during the last few months (since Jan 2014), and in recruitment, invoicing and payment processes. Responsible of training the new internal people on everything related to Freelance management.

Sep. 2011 - Aug. 2012 Booking.com – Amsterdam office – Language Specialist for Italian
Creating a commercial, localized website for the Italian market

- Providing commercial and creative translations for the website, for promotional material like newsletters and for internal documents (e.g. legal, manuals)
- Participating in projects with the aim of improving the effectiveness of the Italian version of the website
- Supporting and monitoring the Italian freelance translators:
 - Selection process
 - Regular quality and performance monitoring
 - Linguistic support

- Aug. 2007 - Sep. 2011** Booking.com – Rome and Amsterdam offices – Translator from English into Italian
- Translating hotel descriptions for the website
 - Translating the main structure of the website
 - Supporting and monitoring the Italian freelance translators:
 - Selection process
 - Regular quality and performance monitoring
 - Linguistic support
- Feb. 2007 - Mar. 2009** Volunteer translator for the Progeria Research Foundation
- 2005 - 2006** Medical and technical (IT) translations for various clients
- 2003 - 2006** Support for the English language to High school students

RELEVANT TRAININGS

- Beg. 2013** “Excel 2010” online course
- May 2008** SDLTrados 2007 – basics

RELEVANT SKILLS

- Italian - native speaker;
- English - fluent;
- Dutch – good;
- Spanish - excellent reading and understanding skills;
- Good knowledge of computer technology (MS Office, Outlook, Internet, CAT tools);
- Accuracy, eye for details and reliability;
- Ability to work with strict deadlines;
- Excellent organizing and prioritization skills;
- Results-oriented.

CAT-TOOLS

- Basic use of TRADOS;
- Wide and in depth experience with Google Translator Toolkit.

INTERESTS

- Cooking;
- Reading.