MATTHEW ROSELLI

FREELANCE TRANSLATOR

DETAILS

ADDRESS
Jihlava
Czech Republic

PHONE
+420-601-501129

EMAIL
roselli.matthew1977@gmail.com

DATE / PLACE OF BIRTH
January 20, 1977
La Spezia, Italy

NATIONALITY
Italian

LINKS

LinkedIn profile

SKILLS

Microsoft Office (Word, Excel, Powerpoint)
●●●●●

CAT Tools (Wordfast, XTM, SDL Trados)
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Adobe Reader (pdf editing)
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LANGUAGES

Italian
●●●●●

English
●●●●●

Czech
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PROFILE

I have been a freelance translator for 15 years, 10 of which on an almost exclusive basis for TransPerfect Translations Inc. Over the years, I have developed extensive expertise translating, post-editing and proofreading legal, marketing and medical texts, from Italian into English. I am also a certified MT post-editor (TAUS, SDL).

I studied at private international schools where classes were taught in English, attending elementary school in Saudi Arabia and Milan and high school in Florence, Italy, as well as a total of 2 years of college in the United States.

EMPLOYMENT HISTORY

Freelance translator/post-editor, TransPerfect Translations, Inc. United States

Apr 2016 — Present

Translation, post-editing, proofreading and back translation assignments (Italian into English) using TransPerfect's proprietary CAT tool in bilingual table format, as well as from scratch (pdf source documents into Word.doc)

Transcriptionist/post-editor, CETRA Language Solutions United States

Sep 2017 — Present

Transcriptions of financial market surveys and occasional post-editing assignments (from Italian to English)

Freelance translator, Studio ATI Verona, Italy

Jan 2015 — Nov 2018

Translations from Italian into English of websites, press releases, business contracts, industrial machinery operating manuals, software user manuals and annual corporate balance sheets

Freelance translator, Kasakova Traduzioni Srl Milan, Italy

Oct 2014 — Jul 2018

Translation from Italian into English of business related documents such as certificates of incorporation, chambers of commerce title searches, notarial deeds, codes of ethics and corporate bylaws

Freelance translator, Global Voices Ltd United Kingdom

Jan 2012 — Mar 2018

Translations from Italian into English using a third-party CAT tool (largely Memsource)
The type of texts translated included privacy policies and disclaimers, advertising material, websites, and financial statements

Administrative assistant, Hotel "Alli Due Buoi Rossi" Alessandria, Italy

Feb 2009 — Jul 2009

c/o Hotel "Alli Due Buoi Rossi"

Worked as a back-office employee at this 4-star hotel which at the time belonged to the Mercure chain of accommodation facilities. My tasks included filtering incoming calls to the management, handling the accounts payable cycle by registering invoices from suppliers into a SAP-type software (SIGLA) and monitoring invoice payment deadlines, drafting business correspondence and maintaining documentary archives

Data entry clerk, FM Logistic Alessandria, Italy

Nov 2008 — Jan 2009

c/o Paglieri Profumi - manufacturing plant and warehouse

Electronic and paper document filing (waybills, invoices), registration of incoming shipment information into electronic databases, telephone contacts with foreign customers in English

Private English language teacher, Wall Street English Genoa, Italy

Jan 2005 — Jun 2005

Individual and group lessons to Italian adult students

EDUCATION

B.A. studies, Bard College at Simon's Rock Great Barrington, MA, USA

Sep 1997 — May 1998

I studied languages (German and Latin), Greek philosophy, sociology, Chinese land and culture, English literature, political science and advanced mathematics. Made the Dean's list during my 2nd semester (spring 1998) and attended my 2nd year at Simon's Rock in 2000 after having taken a one-year break, which I spent in Prague.

High school, International School of Florence Florence, Italy

Sep 1989 — Dec 1994

Attended grades 6-10 with some courses from the International Baccalaureate study program, while also completing my Italian middle school license (between 1989 and 1992).

Elementary school, American School of Milan Milan, Italy

Sep 1986 — May 1989

Elementary school, American School Dhahran Dhahran, Saudi Arabia

Sep 1980 — Dec 1985

COURSES

Berlitz Czech language course Prague

Jun 2002 — Aug 2002

This course included a study of Czech grammar and open conversation with proficiency tested in real social contexts outside the normal class setting

TRANSPERFECT

October 10, 2024

To Whom It May Concern:

This letter is to verify that Matthew Roselli has worked with TransPerfect Translations on a freelance basis. He has completed a total of 14,320 jobs since he began working with TransPerfect in November of 2016. He has assisted us by performing Czech/Italian into English translations and is certified in the fields of:

Fact Sheets Affidavit/Witness Statements Arbitration
Class Action
Company/Business
Contracts/Agreements
Correspondences Court Forms
Court Papers
Disclosures
Employment
Legislation
Personal
Privacy
Terms/Conditions Clinical Trial Agreements Financial Disclosures Indemnification
Letters Justification Letters
Letters of Authorization
Manufacturers Authorization
Medical Powers of Attorney
Qualified Person Certificates Site Contracts
Study Budgets
Informed Consent Forms
Patient Brochures Patient Cards
Patient Information Leaflets Patient Recruitment Materials Plain Language Summaries Case Review Forms
Clinical Research Protocols
CTD Clinical Modules Doctor-Patient Transcripts EDC
Completion Guidelines Ethics Committee Letters IMPD-Dossiers
Investigator Brochures
Investigator Letters
Investigator Meetings
Investigator/Site Binder Documents Lab Manual/Flowcharts
Normal Lab Ranges Protocol
Reference Material-PK/PD/Journals
Regulatory Submission Letters
Representative Letters
Study Summary Reports Discharge Summaries Individual Case Safety Reports Patient/Medical Reports
PSUR/DSUR
Risk Management Plans Scientific Journal/Articles Serious Adverse Event Forms

Please feel free to email me at avoss@transperfect.com if you have any questions.

Sincerely,

Adrian Voss
Business Support Specialist