PERSONAL INFORMATION	Gozzi Federica

WORK EXPERIENCE	English language teacher
2002 - present	Several English language courses at all levels, from beginner to advanced, Business English courses, conversation classes, preparation for Cambridge exams, English for specific purposes. Both in-class and online courses. Both individual and group courses, in cooperation with different vocational training centers and for private companies. Most companies (multinational and local firms) operate in the biomedical area and are located in the heart of the Italian biomedical district. Some course examples: ▪ 2015 - present: Technical and Biomedical English teacher in post-high school courses for Technical professionals for the production of biomedical equipment and devices. ▪ Business and Technical English courses for several biomedical companies. ▪ Business and Technical English course and conversation class for a life-science company. ▪ Business and Technical English courses, both group and individual, for a company operating in luxury car painting. ▪ General and Business English courses for a company producing electronic and electromechanical components for the automotive e Off-Highway market. ▪ General and Business English courses for a company leader in the flat-knitting machine technology. ▪ General and Business English courses for food companies.

2005 - present	Freelance translator EN – DE> IT
	Freelance translator and proofreader from English and German to Italian in the following fields: medical, biomedical, pharmaceutical, life science, IT, agricultural, electronic, engineering, machine tools, marketing. Main fields of expertise: biomedical, medical and pharmaceutical. Translation, revision, alignment and constant updating of medical devices operator manuals, quick reference guides, service manuals, User Interfaces. Translation and revision/proofreading of clinical studies, data sheets, instructions for use (IFUs), brochures, product catalogues, patient information leaflets, package inserts and labels, medical device software (User Interface). Main medical areas: hemodialysis, orthopedics, wound care, laparoscopy, surgical instruments, radiology, diabetes and kidney diseases.

March - July 2004	Professional collaboration with the Interdisciplinary Center for Romantic Studies (Centro Interdisciplinare di Studi Romantici), Faculty of Foreign Languages and Literatures, University of Bologna: translation from English to Italian of the novel: “Valperga: or. the Life and Adventures of Castruccio, Prince of Lucca” by Mary Shelley, published in 2007 by Mondadori (Italian title: “Valperga – Vita e avventure di Castruccio, principe di Lucca”).

August 2008 - December 2013	**Project Manager** Arancho Doc s.r.l., via Giuseppe Rivani 83, Bologna – Mirandola branch Analysis and definition of the goals, activity planning, evaluation and planning of the necessary resources, constant contact with the suppliers and the customers, process management, tasks assignment, evaluation of the progress of the project, definition and check of the necessary corrective actions, final verification. As a translator/proofreader: translation, revision, editing and proofreading from EN to IT of operator manuals and User Interface of different medical devices. DTP tasks (Adobe FrameMaker). Analysis of post-translation requests from customers from different European branches and implementation of the necessary corrections.
March - August 2006	**Technical Writer** Gambro Dasco s.p.a, via Modenese 66, Medolla (MO) Terminological analysis of technical documents for hemodialysis equipment; research of existing definitions in medical-scientific glossaries; creation of the "Description" field in a hemodialysis device glossary and research of existing definitions; analysis and functionality check of a medical device software (User interface), implementation of corrections in software documentation.

October 2001 - February 2005	**Project Manager** Vocational Training Center "Iride" ,via Rotta 3093, Pavignane di San Felice sul Panaro (MO) Responsible for the organization, management and tutoring of courses in the following areas: • English and IT: - 45 English and computer beginner courses (adult learners) • High-school students internship in local companies • Health and Safety • Public Administration

EDUCATION	

November 2002 - May 2003 (240 hours)	**Post-graduate specialization in English translation** Scuola Superiore per Interpreti e Traduttori di Pisa , via S. Maria 155, Pisa ▪ Modules: technical and literary translation, interpretation techniques, Desktop Publishing
July 2001	**Master's degree in Foreign Languages and Literature** University of Bologna Degree in Modern Languages (English and German): 110/110 summa cum laude

October 1994 - May 1996	**German language courses (beginner and intermediate)** Atlantis, Mirandola (MO)
July 1993	**High School Diploma in Classical Studies** Liceo Classico "G. Pico", Mirandola (Mo)
July - August 1992	**Intensive English course in San Diego, California, USA** EF Foundation for Foreign Study, via Borgogna 8, 20122 Milano

PERSONAL SKILLS	

Native language	Italian
Other languages	
English	Excellent
German	Good
Spanish	Beginner

Communication skills	Predisposition to team-working and collaborating within a group and good skills of managing relations with other people. Effective and clear communication.

Management skills	Ability to define tasks to achieve goals and to adapt to challenges. Predisposition to support different resources involved in a project and to keep constant contact with customers. Ability to work to tight deadlines.

Computer skills	• Translation programs: MemoQ, Trados Studio. • DTP programs: Adobe Frame Maker • Software: Windows XP and Microsoft Office.
FURTHER INFORMATION	

Personal data	I hereby authorize the treatment of my personal data pursuant to the Italian Personal Data Protection Code – Legislative Decree n. 196/2003.

Concordia sulla Secchia, 01/09/2022