

Matteo Cais

conference interpreter · translator
· software localizer ·

interpreting
ITA <> ENG · ITA <> DEU

translations
ENG, DEU, FRA, ESP > ITA

accurate

reliable

punctual



who I am

- ◆ interpreter (*simultaneous, consecutive, whispering, liaison*)
- ◆ freelance interpreter for the European Union (ACI)
- ◆ translator (*1,600-2,400 words a day*)
- ◆ translator of scientific and IT publications (*5 books + specialist articles*)
- ◆ proofreader (*7 years' experience*)
- ◆ University lecturer
- ◆ project manager (*2 years*)
- ◆ DTP expert/graphic designer

but especially

an IT and programming fan

where I work

I provide interpreting services at:

- ◆ conferences, lectures and symposiums
- ◆ training courses
- ◆ trade negotiations
- ◆ product presentations and sales pitches
- ◆ meetings with shareholders and sponsors
- ◆ general meetings with investors
- ◆ international weddings

and anywhere you need

a multilingual communication expert

what I know

- ◆ I graduated in Conference Interpreting at the Advanced School of Modern Languages for Interpreters and Translators in Trieste (distinction)
- ◆ I am a member of the Associazione Italiana Traduttori e Interpreti, the Bundesverband der Dolmetscher und Übersetzer, the Chartered Institute of Linguists and the Institute of Translation and Interpreting - London Regional Group
- ◆ **main specialization sectors:**
 - ◆ information technology and telecommunications
 - ◆ natural and medical sciences
 - ◆ economics and finance
 - ◆ insurance
- ◆ **several years' experience in:**
 - ◆ marketing and advertising
 - ◆ training and education
 - ◆ contracts, financial statements and reports
 - ◆ engineering

what I do

before the assignment:

- ◆ *if possible*, I have a briefing session with the clients
- ◆ I prepare and study relevant material
- ◆ I research the terminology and prepare a glossary
- ◆ *on request*, I translate presentations, abstracts, handouts, outlines, agendas, press releases, communiqués, fact sheets

the actual interpreting service:

- ◆ simultaneous in a booth or whispered translation
- ◆ consecutive and liaison interpreting
- ◆ dialogue over the phone or via VOIP solutions

after the assignment:

- ◆ *on request*, I translate conference proceedings, press articles and other material to be delivered to attendees
- ◆ *on request*, I transcribe and translate the speeches
- ◆ debriefing and planning of next assignments

you can find me here

- ◆ info@matteocais.eu
- ◆ **secondary e-mail:** matteocais@gmail.com
- ◆ **mobile:** +39.333.3661141
- ◆ **fax:** +39.36333.3661141
- ◆ **skype:** metiukice
- ◆ **msn:** kice79@msn.com
- ◆ www.matteocais.eu
- ◆ www.sdl.com/certified/45017



CHARTERED INSTITUTE OF LINGUISTS



fond of details? they're on the next pages!

MATTEO CAIS

conference interpreter · translator · software localizer
interpreting: ITA <> ENG, ITA <> DEU
written translations: ENG, DEU, FRA, ESP > ITA
member of AITI, BDÜ, IOL and ITI-LRG

PERSONAL INFORMATION

Surname, first name	CAIS, MATTEO
Address	VIA LEONARDO DA VINCI, 74 – 71013 SAN GIOVANNI ROTONDO – FG – ITALY
Telephone	+39.333.3661141
Fax	+39.36333.3661141
E-mail and Website	info@matteocais.eu – matteocais@gmail.com – www.matteocais.eu
Nationality	ITALIAN
VAT number	IT 03919650261
Place and date of birth	Conegliano (TV, Italy), 28 March 1979

WORK EXPERIENCE

• Introduction

*In the globalised world we live in, almost everyone speaks or understands at least one language besides their own, and **basically, everyone can "make themselves understood"**. But the number of true professionals in the field is astoundingly low. Obviously, any written or spoken translation should convey the same meaning as the original text. In addition to that, good translations should **sound natural and idiomatic and have a correct style**, just like an original would.*

*For all my assignments, I aim to ensure well-researched **terminology** accompanied by idiomatic and fluent **style** and **correctness** of content, with a view to delivering the best quality every customer needs – and has the right to expect.*

*Since I was admitted to the **University of Trieste** in 1998, especially from the beginning of my fourth year, I have worked as an interpreter and translator for **individuals, translation and interpreting agencies, publishing houses, business companies and associations**, first in Italy and then in the rest of Europe. More recently, I have passed the accreditation test as **freelance interpreter for the European Union** in Brussels.*

*These years have polished my skills, giving me the experience to tackle a number of subjects, from finance to insurance and from economic reports to technical handbooks, although my favourites remain those related to **information technology** and **natural and medical sciences**, where I can combine the work with my interest in the subject.*

*I believe in the strength of **professional associations**, and for that reason I have become a member of the main representative organizations in Italy, Germany and the United Kingdom.*

*To guarantee the best possible quality for my work, I keep **constantly up to date** through seminars and training, as well as by spending **several months abroad** and **visiting foreign countries regularly** (especially Germany, the United Kingdom and Switzerland). The experience as **lecturer of liaison interpreting at the University of Salento in Lecce** has also contributed to the development of my personal skills.*

• Dates (from – to) • Employer • Main activities and responsibilities	October 2006 – now Freelance interpreter and translator for various clients Daily job assignments related to translation, software and documentation localisation or conference interpreting. Average output: 1,600-2,400 words a day. Simultaneous/consecutive interpreting in Trieste, Rome, Venice, Bologna, London, Prague, Budapest, Stuttgart, Trento, Foggia, Guernsey, Vicenza, Verbania, Treviso, etc. The main subjects covered at conferences and meetings include: • medical area: traditional and alternative medicine; effects of psychotropic drugs on metabolism; pre-natal assessment of foetal health; cancer drugs; science publications and developments of research in genetics and physics; developments of genetics research on Fibrodysplasia Ossificans Progressiva and Progressive Osseous Heteroplasia; survey about a potential drug for mobility in multiple sclerosis patients • economic area: international transport; international development and fair trade; development of the Balkans; regional development in Italy; marketing and networking; investing in Estonia; sales and inheritance of real property; company acquisition; introduction of high-speed railways in Italy; investments in the United Kingdom during the economic crisis; training course in mechanical engineering; insurance settlement • legal area: criminal law harmonisation in the European Union; implementation of gaming machine regulations in Italy; assistance to the court during a dispute on the management of a trust fund • social area: the role of parents in society; ethics, quality and life-long learning of translators and interpreters; government allowances for disabled people in the United Kingdom; education and nutrition according to Steiner-Waldorf philosophy; how to create podcasts/webcasts
• Dates (from – to) • Employer • Sector • Occupation • Main activities and responsibilities	May 2011 – now European Commission – Directorate General for Interpretation (scic.ec.europa.eu) Interpreting service and conference organisation for the European Union Simultaneous interpreter (ENG, FRA > ITA) I passed the test for Auxiliary Conference Interpreters (ACIs) in May 2011, now working on a freelance basis for the European institutions that are served by DG Interpretation.
• Dates (from – to) • Employer • Sector • Occupation • Main activities and responsibilities	November 2010 – now Università del Salento (Lecce), Faculty of Modern Languages (www.unisalento.it) Training in modern languages and cultural mediation Lecturer of liaison interpreting (ITA<>ENG) I have taught the main strategies of liaison interpreting between English and Italian speakers to the students of the second and third years of the course in Cultural Mediation, refining their linguistic and communication skills. The subjects of the lessons have included a study of the world of professional photography and the Italian fiscal system.
• Dates (from – to) • Employer • Sector • Occupation • Main activities and responsibilities	February 2009 – now Institut für Wirtschaftsinformatik der Hochschule Luzern (www.hslu.ch/r-iwi) Information Management, Information Security, Computer Forensics External translator (DEU>ITA) Translation and updating of texts related to the project aimed at promoting computer security in eBanking services "eBanking but secure!" (www.ebankingabersicher.ch).
• Dates (from – to) • Employer • Sector • Occupation	March 2008 – now FOP Italia Onlus (www.fopitalia.it) and IPOHA Onlus (www.ipohaonlus.org) Rare diseases (Fibrodysplasia Ossificans Progressiva and Progressive Osseous Heteroplasia) Simultaneous interpreter (ITA<>ENG)

• Main activities and responsibilities	I regularly work with the two associations at the conferences on Fibrodysplasia Ossificans Progressiva (FOP) and Progressive Osseous Heteroplasia (POH), providing simultaneous interpreting and linguistic assistance during medical visits. The meetings have so far taken place in Italy in Rovereto on 7-8 March 2008, Cerignola on 20-21 March 2009, Verbania on 16-17 April 2010 and Rome on 24-25-26 March 2011.
• Dates (from – to)	October 2007 – now
• Employer	Microwide (www.microwide.it)
• Sector	Information Technology translations
• Occupation	External translator (DEU>ITA)
• Main activities and responsibilities	The agency is the main translation provider of all the major Italian Publishing Houses in the IT industry. My translations are published in the specialist magazine <i>CHIP</i> .
• Dates (from – to)	February 2010 – March 2010
• Employer	Accent Multilingual (www.accent.gg)
• Sector	Interpreting, translations, language training
• Occupation	Court interpreter (ENG<>ITA)
• Main activities and responsibilities	Three weeks' job to assist the judge and lawyers working on a dispute with Italian plaintiffs and witnesses on the island of Guernsey.
• Dates (from – to)	November 2004 – May 2007
• Employer	Dedalo Publishing Company (www.edizionidedalo.it)
• Sector	Scientific publications
• Occupation	External translator (ENG>ITA)
• Main activities and responsibilities	• Translation of I. Bernard Cohen's "The Triumph of Numbers – How Counting Shaped Modern Life" (Norton), published in May 2007 as "Il trionfo dei numeri - Come i calcoli hanno plasmato la vita moderna". • Translation of Marcel Danesi's "The Liar Paradox and the Towers of Hanoi: the Ten Greatest Math Puzzles of All Time" (Wiley), published in October 2006 as "Labirinti, quadrati magici e paradossi logici". • Translation of Jay Ingram's "The Velocity of Honey and More Science of Everyday Life" (Penguin Canada), published in September 2005 as "La velocità del miele e altre storie scientifiche poco ortodosse".
• Dates (from – to)	19 July – 11 August 2005, 1 July – 25 July 2006, 7 July – 31 July 2007
• Employer	TGS Eurogroup (www.tgseurogroup.it)
• Sector	Non-profit association organising summer courses of English in England
• Occupation	Group leader, interpreter, accountant
• Main activities and responsibilities	I dealt with the technical details related to the organisation of summer stays for teenagers in Tonbridge (Kent) and Guildford (Surrey), including the relations with the local TGS cooperators.
• Dates (from – to)	June 2002 – October 2007
• Employer	Eurologos-Trieste (www.eurologos.com)
• Sector	Translation and interpreting
• Occupation	External and in-house co-operator (ITA<>ENG interpreter, ITA<>ENG, DEU, ESP, FRA translator and proofreader; graphic designer; project manager)
• Main activities and responsibilities	I carried out a number of translation and interpreting assignments for the agency, while working as a project manager and proofreader as well. I also devised the graphical layout of the agency's promotional material. I worked in-house from October 2004 to September 2006.

• Dates (from – to) • Employer • Sector • Occupation • Main activities and responsibilities	January 2003 – December 2004 Alphatest/Sironi Publishing Company (www.sironieditore.it) Scientific publications External translator (ENG>ITA) • Translation of Deborah Cadbury's "Dinosaur Hunters" (Fourth Estate), published in June 2004 as "Cacciatori di dinosauri". • Translation of Stephen Webb's "If the Universe is Teeming with Aliens... Where is everybody?" (Copernicus-Springer Verlag), published in December 2004 as "Se l'universo brulica di alieni... dove sono tutti quanti?".
• Dates (from – to) • Employer • Sector • Occupation • Main activities and responsibilities	November 2001 – June 2002 International School for Advanced Studies (www.sissa.it) Post-graduate research institution of the University of Trieste Translation trainee (ITA>ENG) I attended the first-year lectures of the Science Communication Master's Degree, providing the basics for scientific translation and communication with special reference to biology/genetics, earth sciences and physics. I translated papers of the scientific journal <i>Jekyll.comm</i> (now called <i>JCOM</i>), written by students of the course and available on-line at jcom.sissa.it.

CONFERENCES AND SEMINARS

SPEAKER	• 4 December 2009, Trieste: speaker at the conference "XIV AICLU Seminar: Mediation at Work. Learning to Liaise in Business", with a paper entitled "Market Expectations – What does the market expect from you? And what can you expect from the market?". I gave the students of the Advanced School of Modern Languages for Interpreters and Translators some guidelines on the freelance market of translation and interpreting. The conference proceedings are currently being published.
ATTENDANT	• 2 October 2009, Warsaw: online participation at the "Warsaw Pact Debate Live Webcast – A Discussion on the Relationship between Translation Service Providers and their Clients" • 26 November 2008, London: seminar "IT Review: productivity tools and file formats" organised by the London Regional Group of the ITI and held by Ana Luiza Iaria and Peter Linton • 22-23 November 2008, London: ProZ Conference "The Translator as Strategic Partner" • 6-7 June 2008, Bologna: 2008 International AITI Conference "The profession of translator and interpreter: ethics, quality and life-long learning" • 19 May 2007, Mestre: seminar "Team-work and networking: international experiences" organised by AITI Veneto-Trentino Alto Adige and held by Maja Jurt and Ralf Lemster • 10 March 2007, Genova: seminar "The marketing of translation" organised by AITI Liguria and held by Simon Turner
WEBINARS	Regular attendance at update webinars organised by SDL and Kilgray on their respective translation environment tools Trados and memoQ.

EDUCATION AND TRAINING

• member of	• since November 2006: Associazione Italiana Traduttori e Interpreti (AITI) • since December 2007: Bundesverband der Dolmetscher und Übersetzer (BDÜ) • since October 2008: Chartered Institute of Linguists (IOL, MCIL status) • since October 2008: Institute of Translation and Interpreting - London Regional Group (ITI-LRG) • since March 2009: ProZ.com Certified PRO
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• Dates (from – to)	October 2007
• Name of organisation	SDL TRADOS Certification – Level 3 Translator's Workbench 2007
• Qualification	For further information, visit www.sdl.com/certified/45017 .
• Dates (from – to)	1998-2004
• Name of institution	Advanced School of Modern Languages for Interpreters and Translators of the University of Trieste (SSLMIT, www.sslmit.units.it)
• Principal subjects	I specialised in conference interpreting, with lectures on EU law, Civil Law/Common Law, economics, finance, international trade, medical terminology. Languages studied include English, Spanish and German. The final exam envisaged the preparation of a graduation thesis entitled "La paleontologia: indagine terminologica italiano/inglese" (Palaeontology: A Terminological Inquiry).
• Qualification	MA in Translation and Interpreting (110/110 cum laude)
• Dates (from – to)	1999-2000
• Name of institution	British Chamber of Commerce for Italy
• Principal subjects	English business language, with a focus on bank transactions, stock exchange and management.
• Qualification	BCCI Certificate of advanced knowledge of English business language

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE	ITALIAN				
SELF-ASSESSMENT					
European level	Understanding		Speaking		Writing
	<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
ENGLISH	C2 outstanding	C2 outstanding	C2 outstanding	C2 outstanding	C2 outstanding
GERMAN	C2 outstanding	C2 outstanding	C2 outstanding	C2 outstanding	C2 outstanding
FRENCH	C2 excellent	C2 outstanding	C1 excellent	C1 excellent	B2 good
SPANISH	C1 excellent	C2 outstanding	C1 excellent	C1 excellent	B2 good
STAYS ABROAD	8 months in Germany (Karlsruhe), from September 2007 to May 2008 9 months in the United Kingdom (Guildford), from September 2008 to June 2009				
COMPUTER SKILLS AND COMPETENCES	Thorough knowledge of Windows operating systems and of the most common word and picture processing software (especially MS Office, CorelDRAW and Abby Finereader), and of computer-aided translation and terminology management tools (Trados, memoQ, DéjàVu, Wordfast, Enlaso Tools, AnyCount, CatCount). Knowledge of HTML, PHP and VBA.				

REFERENCES can be found at www.matteocais.eu/www.htm. More are available on request.

I authorise processing of my personal data pursuant to all national and international privacy protection norms (in Italy, art. 13 of Legislative Decree 196/2003).

San Giovanni Rotondo, 4 August 2011

Matteo Cais

