

# 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

## 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 use

- ◆ Microsoft Office 2003/2010
- ◆ SDL Trados 2007 and Studio 2009
- ◆ Passolo Translator Edition 2007
- ◆ memoQ - latest version
- ◆ terminology management software
- ◆ filters to import text from common graphical and markup formats (including HTML, XML and XLIFF)
- ◆ dictionaries and encyclopaedias on CD/DVD
- ◆ customized macros for Microsoft Word
- ◆ Adobe Acrobat Reader 9
- ◆ PDF-XChange PDF Viewer
- ◆ Abbyy Finereader 9
- ◆ CorelDraw and CorelPhotopaint X3

## how I work

I love my work and doing it well:  
when I receive a job,

1. I study its specialized terminology
2. I translate the text
3. I re-read the original text alongside the translation, to verify that the contents match
4. I read the translation again, to check its style consistency
5. I run a spell check
6. I verify that the layout of the translation is the same as the original
7. I run an antivirus check
8. I send the translation to my client



## you can find me here

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

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Employer</li> <li>• Main activities and responsibilities</li> </ul>                                         | <p>October 2006 – now</p> <p><b>Freelance interpreter and translator for various clients</b></p> <p>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.</p> <p>The main subjects covered at conferences and meetings include:</p> <ul style="list-style-type: none"> <li>• <b>medical</b> 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</li> <li>• <b>economic</b> 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</li> <li>• <b>legal</b> 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</li> <li>• <b>social</b> 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</li> </ul> |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Employer</li> <li>• Sector</li> <li>• Occupation</li> <li>• Main activities and responsibilities</li> </ul> | <p>May 2011 – now</p> <p><b>European Commission – Directorate General for Interpretation</b> (<a href="http://scic.ec.europa.eu">scic.ec.europa.eu</a>)</p> <p>Interpreting service and conference organisation for the European Union</p> <p><b>Simultaneous interpreter</b> (ENG, FRA &gt; ITA)</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Employer</li> <li>• Sector</li> <li>• Occupation</li> <li>• Main activities and responsibilities</li> </ul> | <p>November 2010 – now</p> <p><b>Università del Salento (Lecce), Faculty of Modern Languages</b> (<a href="http://www.unisalento.it">www.unisalento.it</a>)</p> <p>Training in modern languages and cultural mediation</p> <p><b>Lecturer of liaison interpreting</b> (ITA&lt;&gt;ENG)</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Employer</li> <li>• Sector</li> <li>• Occupation</li> <li>• Main activities and responsibilities</li> </ul> | <p>February 2009 – now</p> <p><b>Institut für Wirtschaftsinformatik der Hochschule Luzern</b> (<a href="http://www.hslu.ch/r-iwi">www.hslu.ch/r-iwi</a>)</p> <p>Information Management, Information Security, Computer Forensics</p> <p><b>External translator</b> (DEU&gt;ITA)</p> <p>Translation and updating of texts related to the project aimed at promoting computer security in eBanking services "eBanking but secure!" (<a href="http://www.ebankingabersicher.ch">www.ebankingabersicher.ch</a>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Employer</li> <li>• Sector</li> <li>• Occupation</li> </ul>                                                 | <p>March 2008 – now</p> <p><b>FOP Italia Onlus</b> (<a href="http://www.fopitalia.it">www.fopitalia.it</a>) and <b>IPOHA Onlus</b> (<a href="http://www.ipohaonlus.org">www.ipohaonlus.org</a>)</p> <p>Rare diseases (Fibrodysplasia Ossificans Progressiva and Progressive Osseous Heteroplasia)</p> <p><b>Simultaneous interpreter</b> (ITA&lt;&gt;ENG)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • 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                             | <b>Microwide</b> ( <a href="http://www.microwide.it">www.microwide.it</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| • Sector                               | Information Technology translations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| • Occupation                           | <b>External translator</b> (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                             | <b>Accent Multilingual</b> ( <a href="http://www.accent.gg">www.accent.gg</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| • Sector                               | Interpreting, translations, language training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| • Occupation                           | <b>Court interpreter</b> (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                             | <b>Dedalo Publishing Company</b> ( <a href="http://www.edizionidedalo.it">www.edizionidedalo.it</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| • Sector                               | Scientific publications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| • Occupation                           | <b>External translator</b> (ENG>ITA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| • Main activities and responsibilities | <ul style="list-style-type: none"> <li>• 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".</li> <li>• 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".</li> <li>• 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".</li> </ul> |
| • Dates (from – to)                    | 19 July – 11 August 2005, 1 July – 25 July 2006, 7 July – 31 July 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| • Employer                             | <b>TGS Eurogroup</b> ( <a href="http://www.tgseurogroup.it">www.tgseurogroup.it</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| • Sector                               | Non-profit association organising summer courses of English in England                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| • Occupation                           | <b>Group leader, interpreter, accountant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| • 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                             | <b>Eurologos-Trieste</b> ( <a href="http://www.eurologos.com">www.eurologos.com</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| • Sector                               | Translation and interpreting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| • Occupation                           | <b>External and in-house co-operator</b> (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](http://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)

November 2001 – June 2002

- Employer

**International School for Advanced Studies** ([www.sissa.it](http://www.sissa.it))

- Sector

Post-graduate research institution of the University of Trieste

- Occupation

**Translation trainee (ITA>ENG)**

- Main activities and responsibilities

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 *Jekyll.comm* (now called *JCOM*), written by students of the course and available on-line at [jcom.sissa.it](http://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**

- 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](http://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](http://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

#### ENGLISH

| Understanding | Speaking           |                    | Writing            |
|---------------|--------------------|--------------------|--------------------|
|               | Listening          | Reading            |                    |
|               | <i>C2</i>          | <i>C2</i>          | <i>C2</i>          |
|               | <i>outstanding</i> | <i>outstanding</i> | <i>outstanding</i> |
|               | <i>C2</i>          | <i>C2</i>          | <i>C2</i>          |
|               | <i>outstanding</i> | <i>outstanding</i> | <i>outstanding</i> |
|               | <i>C2</i>          | <i>C2</i>          | <i>B2</i>          |
|               | <i>excellent</i>   | <i>outstanding</i> | <i>good</i>        |
|               | <i>C1</i>          | <i>C2</i>          | <i>B2</i>          |
|               | <i>excellent</i>   | <i>outstanding</i> | <i>good</i>        |

#### GERMAN

#### FRENCH

#### SPANISH

### 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](http://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

Matteo Cais