

Francesca Pucella
[redacted]

Personal profile

I am the **head of the in-house translators/editors department** at a **translation agency specialised in legal translations**, where I started working since its establishment as freelance translators, and then as in-house translator. My main job is organising the activity of my team, assessing its quality, while still taking care of some translation/editing project myself.

I have a 12-year experience in the language services providers sector, including an over 3-year experience with post-editing and CAT tools, specifically Trados and Memsource/Phrase.

I've always loved studying foreign languages (I speak five languages, included my mother tongue, Italian): therefore, I am eager to work where I can utilise my languages skills at best, possibly, but not necessarily, combined with my legal skills.

Key skills

- Mother tongue Italian, fluent in English, Spanish and Portuguese and intermediate in French
- Ability to switch from one language to another in a quick and seamless way
- Strong written and verbal communications skills
- Fast learner
- Attention to details
- Ability to multitask

Languages

	COMPREHENSION	SPOKEN	WRITTEN
ITALIAN	native speaker	native speaker	native speaker
ENGLISH	C2	C2	C2
SPANISH	C1	C1	C1
PORTUGUESE	C1	C1	C1
FRENCH	B1	B1	B1

- Certificate of Proficiency (C2) in English, issued by the Cambridge Institute (2005)
- DELF B1 (French), issued by the Alliance Française (2012)
- DELE C1 (Spanish), issued by the Instituto Cervantes (2014)
- TOLES (Test of Legal English Skills) advanced, issued by the University of Cambridge (440/500) (2016)
- CELPE BRAS (Portuguese), level AVANÇADO (C1), issued by the Instituto Nacional de Estudos e Pesquisas Educacionais (2023)

IT skills

Office Word	advanced
Office PowerPoint	intermediate
Office Excel	basic

CAT tools

Trados	advanced
Memsource/Phrase for linguists	advanced
Memsource/Phrase for project managers	basic

Work experience

Chief of editing at [redacted] September 2022-present

- Managing the in-house translators/editors team, organising the team's work and allocating projects, internally or by outsourcing them
- Using an internal computerised management system, specifically tailored to the company's needs
- Assessing the quality of the work produced by the team
- Translating or post-editing any kind of legal documents mainly into Italian or English, sometimes also into Spanish, Portuguese and French
- Proofreading translations to check that they are consistent with original files and editing such translations, also from a stylistic point of view

Chief of editing at [redacted] September 2018-September 2022

- Managing the in-house translators/editors team, organising the team's work and allocating projects, internally or by outsourcing them
- Using an internal computerised management system, specifically tailored to the company's needs
- Assessing the quality of the work produced by the team
- Translating post-editing any kind of legal documents mainly into Italian or English, sometimes also into Spanish, Portuguese and French
- Proofreading translations to check that they are consistent with original files and editing such translations, also from a stylistic point of view

In-house legal translator and editor at [redacted] April 2016-September 2018

- Translating any kind of legal documents from English, Spanish or French into Italian and from Italian, Spanish or French into English
- Proofreading translations to check that they are consistent with original files and editing such translations, also from a stylistic point of view

Legal translator and editor at [redacted] July 2011-March 2016 (on a free-lance basis)

- Translating any kind of legal documents from English, Spanish or French into Italian
- Proofreading translations to check that they are consistent with original files
- Promoting the company to potential target clients

Lawyer at [redacted] July 2011-March 2016

- Worked in a busy law firm which specialised in IP law, civil and commercial law including commercial and international contracts
- Drafting legal acts, letters and contracts tailored to clients' needs
- Meeting with potential clients to carry out initial induction and to assess suitability of cases based on the company's specialism and likely costs
- Advising clients on the law and legal issues relating to their cases
- Carrying out research for cases
- Conducting regular meetings with clients on an on-going basis for continual support and assessment
- Liaising with clients and opposing lawyers
- Attending and representing clients in court hearings
- Drafting invoices
- Liaising with external agencies and government bodies
- Answering telephone queries
- Maintaining and updating files and database
- General administration work

- Looking for potential new people to hire as internship, short-listing them based on CVs, getting in contact and sometimes pre-interviewing
- Participated in the drafting of a legal glossary covering Italian, English, Spanish and French

Lawyer at [redacted]

February 2011-November 2012

Avvocato di Strada is a non-profit company that represents homeless people:

- Carried out duties working primarily as a criminal lawyer
- Preparing legal acts
- Conducting meetings with potential clients to assess clients' needs
- Advising clients on the law and legal issues relating to their cases
- Referring clients to relevant organisations for appropriate support
- Conducting research for cases
- Meeting regularly with clients to provide continual support
- Attending court hearings
- Liaising with external agencies and government bodies

Education

Legal English Plus course at [redacted]

August 2016

Specialization School in Legal Professions [redacted]

2007-2009

Specialisation in Legal Professions (with a score of 70/70) with a thesis in criminal law.

University of [redacted]

2005 – 2007

Advanced degree in law (with a score of 108/110) with a thesis in criminal law.

University of [redacted]

2002 – 2005

First level degree in law (with a score of 108/110) with a thesis in criminology.

Liceo Scientifico Statale [redacted]

1997-2002

Scientific and foreign languages high school diploma (with a score of 100/100).

Autorizzo il trattamento dei dati personali nelle modalità previste dal Regolamento UE 2016/679