



Monica Lai

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Gender: Female **Date of birth**: 10/08/1965 **Nationality**: Italian

ABOUT ME

«Translating is writing...» (Marguerite Yourcenar)

EDUCATION AND TRAINING

[01/10/1979 – 30/05/1984]

Language high school diploma

Liceo linguistico Casnati

City: Como

Country: Italy

[01/10/1984 – 08/06/1987]

Translation and Interpreting Degree - English and French

Translation and Interpreting School "Silvio Pellico"

City: Milan

Country: Italy

[01/11/1992 – 29/03/1995]

University degree in modern languages and literatures - English and French

IULM Univeristy

City: Milan

Country: Italy

[01/10/2001 – 10/03/2002]

Master in medical and pharmaceutical translations

Communication Trend Italia

City: Milan

Country: Italy

[01/05/2002 – 30/07/2002]

Translation internship in medical/pharmaceutical translations

Informedical Consultants

City: Milan

Country: Italy

[01/11/2006 – 30/04/2007]

Translation internship at a Swiss translation agency

CLS Communication

City: Chiasso

Country: Italy



WORK EXPERIENCE

[1988 – 1991]

Internal translator

Rhône-Poulenc Geronazzo

City: Ospiate di Bollate (Milan)

Country: Italy

- translation of commercial letters, brochures, scientific papers, technical data sheets
- relations with suppliers and customers
- interpreter at board meetings

[1991 – 1994]

Secretary

Sorema S.r.l.

City: Anzano del Parco

Country: Italy

- translation of technical data sheets, brochures, leaflets, corporate communication
- relations with suppliers and customers
- participation to international trade fairs

[1994 – 2000]

Professor of translation and interpreting

School for Interpreters and Translator "F. Casnati"

City: Como

Country: Italy

1. - translation teacher from English and French into Italian
2. - simultaneous and consecutive interpreting
3. - chuchotage
4. - business English

[1995 – Current]

Freelance translator - English and French into Italian

City: Como

Country: Italy

Specialization areas:

1. **Medical/Veterinary** (clinical trials and protocols; data sheets, manufacturing process descriptions, dossiers, informed consent forms, instructions for use, package inserts and labels, patient information and questionnaires, pharmacological studies, product labels and manuals, medical literature incl. articles for medical journals; drug regulation (OTC/off-label prescription/investigational/orphan drugs); medical/pharmaceutical market research and surveys; medical/surgical devices and equipment in the following areas: cardiology, surgery, dentistry, dermatology, dietetics, gynaecology, oncology, orthopaedics, paediatrics, internal medicine, pneumology, chemotherapy, homeopathy, osteopathy).
2. **Corporate Communication** (Corporate governance, human resources, training, internal communication, structural organization)
3. **Investor relations** (Controlling/Compliance)
4. **Insurance** (Life retirement plans, Non-Life property insurance, Policies/Contracts)
5. **Corporate Governance** (Corporate ethics, corporate code of conduct, corporate citizenship, social responsibility, ecological report)
6. **Business administration & Management** (Corporate strategy, consulting, management reporting, total quality management, management information systems, business planning, corporate development, viability studies)
7. **Policy papers, reports and correspondence by Italian and international organisations**



8. **Terminology**

9. **Advertising and marketing**

10. **Technical** (instruction manuals, machine tools, control systems, quality control, EEC regulations, ISO standards, materials safety data sheets) for the following industries: - plastics recycling industry, polymerization furnaces and impregnation tanks, electrical motors (toroid winders, digital high voltage surge testers, coil winding machines, digital motor testers, uninterruptible power supplies), railway technology, photovoltaic modules, chemical industry (pesticides and fertilizers, surfactants, epoxyde and coating resins), water treatment plants, environmental engineering and science, textile industry, furniture industry, clothing and leather industry

11. **Tourism and travel:** websites, catalogues, hotel information, marketing brochures, press releases, flyers, service contracts

LANGUAGE SKILLS

Mother tongue(s): Italian - Italian for Switzerland

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

French

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

RECOMMENDATIONS

Reference

Ms Monica Lai, from Italy,

born on 10 August 1965,

Zurich, 30 April 2007

completed a work experience placement at CLS Communication AG in Chiasso, Switzerland, from

1 November 2006 to 30 April 2007.

During her placement, Ms Lai was responsible for the following tasks:

- Translation and quality assurance of specialized texts from French and English into Italian in the areas of:
- Life Science
- Corporate Communications
- Terminology projects



Her expertise in the field of life science and her very good editorial skills enabled Ms Lai to produce translations which were always up to our high quality standards. Despite only having a brief introduction to the field of terminology, her flexibility and ability to grasp new concepts quickly allowed her to make contributions to the terminology database in four languages independently and reliably within a short space of time.

We have come to know Ms Lai as a motivated and conscientious placement student who copes well under pressure and possesses a keen desire to learn. She distinguished herself by her dedicated, efficient manner of working, approaching any changes in day-to-day business with a positive attitude and integrating any new requirements brought about by such changes into her daily routine. Her ability to identify key problems quickly and her good analytical abilities round off Ms Lai's profile.

Her pleasant manner and her client-oriented and professional approach made Ms Lai a valued contact person.

Her strong team spirit, helpful attitude and good communication skills were appreciated by all. She was always friendly, pleasant and courteous towards clients, supervisors and colleagues alike.

Ms Lai is leaving our company because her fixed-term contract expires on 30 April 2007. We would like to thank her for her valuable contribution and wish her all the best for the future.

CLS Communication AG

Alex Allenspach Julia Goldenzoph

Head Human Resources Team Leader Business Team Life Science

CLS Communication AG