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Patricia Aptowitz

Summary of qualifications

- American citizen with Spanish residency and over 30 years working experience in Italy. Microsoft Certified Professional. Complete bicultural and bilingual proficiency and strong background in high-tech translations (IT, manuals, telecommunications, financial statements, quality, sustainability, corporate responsibility, Sports industry, marketing), team coordination, project and event management, localization.

Education

1987 American College of Switzerland Leysin, CH

Bachelor of Arts in European Languages

- Cum Laude
- FAO Scholarship
- Alpha Tau Mu Honor Society

1987 American College of Switzerland Leysin, CH

Bachelor of Science in European Economics

- Alpha Tau Mu Honor Society

Professional experience

2024 - date **Freelancer** Guardamar del Segura, Spain

- Freelance translator

1997 - 2024 **Confianza scrl** Reggio Emilia, Italy

Project manager/translator/interpreter

- Duties include project management, scheduling, translating, editing, proofing, interpreting, software/marketing localization, research. End customers include Acer, Seimens, TIM, Candy, Pirelli, Netplan, Aetna Group, ENI, IBM, Meridiana Maintenance, AAMS, Bank of San Marino Group, Banca Carige. Publications "Living and working in Italy" Survival books ltd.

1991 - 1997 **Nike Italy Srl** Reggio Emilia, Italy

GM secretary

Executive assistant to NIKE Italy GM. Duties included:

- General secretarial work, personal GM translator and interpreter (GM did not speak Italian), diary, budget and expense management, travel and event management.

Sales/Marketing Coordinator

Team management for Sales force (total 55 people) and Marketing department (total 20 people). Duties included:

- Assistant to department manager, team, coordination, logistics, work tool management and training coordination
- Travel and accommodations management for both departments
- Full sales and marketing meeting and event organization covering all project phases from brief, sourcing and selection of suppliers/venues, legal requirements, multiple timeline management, all program collateral, staffing to tracking all budgets/invoicing
- Internal sales and marketing documentation production, translation and management (budgets, forecasts, statistics, internal procedures, event/meeting presentations, reports, etc.)
- 2nd level customer service escalation, liaison between CS and Sales/Marketing department

Nike Green Team

In-house volunteer organization promoting environmentally friendly production, office management and awareness both within the company and the local community.

Languages

English mother tongue
 Fluent Italian
 Advanced French

Hardware/Software

Intel core 2 Duo, 2.20 GHz, 2.96 GB RAM. modem ADSL, OS system WinXP. Software applications: Microsoft 365, SDL Trados studio 2019, Transit, Quark Express, Visio.

Autorizzo il trattamento dei miei dati personali ai sensi dell'art. 13 d. lgs. 30 giugno 2003 n° 196 – “Codice in materia di protezione dei dati personali” e dell'art. 13 GDPR 679/16 – “Regolamento europeo sulla protezione dei dati personali