

# Teresa D'Angelo

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WILHELM KIRCHNER RING 5

96253 UNTERSIEMAU

GERMANY

DATE OF BIRTH: 08.06.1976  
PLACE OF BIRTH: Coburg, Germany  
NATIONALITY: GERMAN/ITALIAN



## Work Experience

### ***Freelance Translator Part-time and full-time***

2005 - present

Various companies worldwide

- Translation of Metastorm BPM software User guides , Help files, strings, Review and proofreading of German Language Translations for Metastorm Software, **Metastorm, UK**
- Lingotip translations for various English-German projects in IT field, Align Technology, **Lingotip. Israel**
- Translation Marketing Microsoft 365, RR Donnelley Medical, AR Games for kids, Texas Instruments,MS,Oracle etc. **Jublo, Leeds, UK**
- Educational tools translation for **Efacilities Management, Mumbai**
- Legal translations for Irish court, Family Court, **Eurotext, Dublin, Ireland**
- Translations for **Verba Magna Translation Agency, Austria**
- Marketing Translations, **Wissenbach Italia, Italy**

### ***Visa Officer***

August 2017- June 2018

Royal Danish Embassy, New Delhi, India

- Check and Evaluation of Visa applications for Iceland and Denmark according to Schengen rules and regulations
- Applicant interviews by phone and in person
- Liaising with other Schengen Embassies and Danish immigration Services
- Completed Security training on passport checking

### ***Marketing Executive***

03/2012 – 12/2015

Spazio Italia Design Pvt Ltd, Saket, New Delhi,

- Meetings with architects, interior designers, builders as well as private clients in Delhi, Mumbai, Ludhiana to create and expand the client base
- Coordination of efforts with Italian furniture companies to develop business for the Indian market
- Creation of marketing materials brochures, website etc.
- Maintaining client relations and relationship with manufacturers in Italy

### ***UAT/Process Specialist***

05/2007 – 05/2008

Arvato Systems ,Ireland

- Internal Vendor on Microsoft Site, MIOL
- Provide process management and documentation for Operations
- Write and Execute Test Cases for Microsoft Business Solutions (Navision Billing Engine ,DTE etc)

- Support Testing team by providing test data through SQL queries
- Facilitate the induction of new personnel/external testers into the Team
- Involvement in Knowledge Base Maintenance
- Localization testing German/Italian for CSA Fees Programme
- Prepare Training Material to support training team

### **Software Test Engineer**

11/2004 – 12/2006

SDL International, Bray, Ireland

- Responsible for Test Case Execution for Functional/Localization Testing
- Responsible for XML scripting for Localisation for Intel Project
- Provide test environment through PC/Server setup, reimaging and installations
- Prepare localized images to support DTP team using Adobe Photoshop
- Review and Proofreading of German Language Translations

### **IT Analyst**

8/2003 - 11/2004

Accenture, Dublin, Ireland

- Provide internal technical support to EMEA/Celanese employees in Italian, German and English.
- Manage accounts on Novell 3 using NW Admin.
- Security admin on shared volumes.
- Use VNC to remotely resolve desktop issues.
- Troubleshoot network issues, remote dial up and VPN connections.
- Support in the transition from Lotus Notes to Exchange.
- Troubleshoot hardware: Compaq & Dell laptops, PDA's, tablet pc's.

### **Technical Support Engineer**

11/2001 - 06/2003

Hewlett-Packard, Dublin, Ireland

Provide high level technical support through information gathering, analytical trouble shooting and problem research on the following technologies:

- Microsoft Office Professional
- Internal Applications (SAP etc)
- Networking Topologies

## **Education**

### **BSc. Information Systems (Part-time)**

9/2001- 5/2006

Trinity College, Dublin, Ireland

### **Erasmus (European University Exchange Scholarship)**

1999- 2000

Dublin City University, Dublin, Ireland

### **Übersetzen/Dolmetschen ( Applied Languages-Vordiplom)**

1995 -2000

Universität des Saarlandes,Germany

## **Skills**

- Fluent in English, German and Italian, knowledge of French and conversational Hindi
- Excellent MS Office Skills
- Many years of work in the IT industry provided me with an in-depth understanding of technologies and the IT industry
- International work experience in Ireland and India offered me an understanding and an ability to deal with, and enjoy cultural differences in work environment

## **Volunteer**

Volunteer at Bharat Blind School, Shahdara, Delhi and Earth Saviours Foundation, Gurugram