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ADDRESS:

Milan, Italy (Central European Time)

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SKYPE: Courtneykg

Italian / Spanish -> English
Language Professional
VAT n. IT05619700965:
teaching | translation |
editing | proof-reading
consecutive interpretation



American Translators
Association 270439



Associazione Italiana
Formatori 643



Proz.com Member
1649593



Mediterranean Editors
and Translators 1791

Project Manager

CEFR Language Levels:

English: native (West Coast American)

Italian: C2

Spanish: C1/2

IT SKILLS:

- Trados Studio 2015, Memsource
- good command of : Microsoft Office suite, Mac & Windows, Typeform, Soapbox, Wytia, Mailchimp, GoogleSuite, Calendly, Trello, Slack, Salesforce, Wordpress

OTHER MEMBERSHIPS:

- Omicron Delta Kappa Leadership Association
- PWA - Professional Women's Association - Milan Chapter

Courtney Keeling Greenlaw

Expert trilingual trainer with over 20 years' experience in education; Successful track record with over 3,000 clients/students; Over 500,000 words translated from Italian/Spanish into English; Project Management experience in the training and CRM sectors; Excellent communication, public speaking and presentation skills gained through experience as an actress, saleswoman and trainer in the USA and Italy.

Work Experience

Translation, Editing, Proof-reading, Transcription, Subtitling, Transcreation, Consecutive Interpretation: IT/SP into EN

2007 - Present | Milan, Italy

Audit reports, balance sheets, business letters, comic books, contracts, fashion and luxury goods, food production & vending, hotel & travel, internal corporate communications, manuals, meeting minutes, novels, poetry, Power Point presentations, press releases, privacy statements, real estate, renewable energy, school transcripts, speeches, subtitles, video games, video transcription, websites;

Contract Clients: Mashfrog S.p.A.: Rome, Italy; ZoneCreative srl: Biella, Italy; Moleiro Editor SA: Barcelona, Spain. | **Agencies:** **Argentina:** Translation Back Office s.a.: Córdoba | **Italy:** Arcadia: Pisa; Artbook s.a.s. di Eleota Massimiliano & C.: Genoa; Idiomias di Bertoni Antonella & C. s.n.c.: Bagnacavallo (Ra); Novilinguists Multimedia: Genoa; Romagna Lingue s.r.l.: Cesena (FC); Simultanea s.n.c.: Milan; Speedy Language Studio di L. Mazzoleni & C.: Bergamo; Studio Francesca Parmegiani: Milan; Studio Traduzioni s.a.s. di Ghizzone G. & C.: Legnano (MI); Synthesis Global Solutions: Milan; Team Translations s.r.l.: Perugia; Traducispagnolo: Milan; Traduko s.a.s.: Milan; Transitus Group: Perugia; Vero Traduziomi: Casnate con Bernate (CO). | **Poland:** Enigma Translations Maciej Dworzyński; Flexibris Sp. z o.o.: Warsaw. | **Portugal:** iTechWords -Unipessoal, Lda.: Lisbon; SmartIdiom Corp., Lda.: Lisbon. | **Spain:** IdiomConcept S.L.: Barcelona; **UK:** Codex Global: London; Wordminds: London. | **USA:** ETCETERA Language Group, Inc.: Washington D.C.; I-YUNO Global Co.: Burbank, CA; Same Day Translations: Pleasant Grove, UT; Wagner Consulting LLC: New York City, NY. | **Private clients.**

SCIENTIFIC JOURNAL ARTICLE EDITING:

- Casartelli, L., et al. (2017). "The Role of the Cerebellum in High Stages of Motor Planning Hierarchy", J. Neurophysiol, 2017(1)474-1482. doi:10.1152/jn.00771.2016.
- Mascheretti, S., De Luca, A., Trezzi, V., Peruzzo, D., Nordio, A., Marino, C. & Arrigoni, F. (2017). "Neurogenetics of developmental dyslexia: From genes to behavior through brain neuroimaging and cognitive and sensorial mechanisms", Translation Psychiatry, 7(1):e987. IF: 5.538.
- Mascheretti, S., Andreola, C., Scaini, S., Ogliaeri, A. & Sulpizio, S. (2018). "Beyond genes: A systematic review of environmental risk factors in developmental dyslexia", Research in Developmental Disabilities, in press. https://doi.org/10.1016/j.ridd.2018.03.005.
- Mascheretti, S., Gori, S., Trezzi, V., Ruffino, M., Facchetti, A. & Marino, C. (2017). "Visual motion and rapid auditory processing are solid endophenotypes of developmental dyslexia", Genes Brain and Behavior, doi: 10.1111/gbb.12409. IF:3.743.
- Riva, V., Cantiani, C., Mornati, G., Gallo, M., Villa, L., Mani, E., Saviozzi, I., Marino, C. & Molteni, M. (2018). "Distinct ERP profiles for auditory processing in infants at-risk for autism and language impairment", Scientific Reports. 8(1)715. doi: 10.1038/s41598-017-19009-y. IF: 4.259.
- Trezzi, V., Forni, D., Giorda, R., Villa, M., Molteni, M., Marino, C. & Mascheretti, S. (2017). "The role of READ1 and KIAA0319 genetic variations in developmental dyslexia: Testing main and interactive effects", Journal of Human Genetics, in press, doi:10.1038/jhg.2017.80. IF: 2.471.

Under Review

- Riva, V., Mozzi, A., Forni, D., Trezzi, V., Giorda, R., Riva, S., Villa, M., Sironi, M., Cagliani, R. & Mascheretti, S. (2018). "The role of DCDC2 risk genetic variants in developmental dyslexia: Testing main and haplotypic effects".

BOOK TRANSLATION: *Soeliok: The Breath of the Earth* by Daniele Barioglio

FILM TRANSLATION and SUBTITLING: "Cityzen" (2015) documentary film about Palermo directed by Ruggero Gabbai.

English Language Trainer - Business, General (exam preparation and university applications)

2006 - Present | Milan, Italy

- Contact and contract with new and existing clients;
- conduct needs analysis and linguistic level testing;
- prepare and present financial and content offer;
- organize groups;
- schedule courses;
- develop lesson plans and gather content for tailored lessons;
- conduct 1-to-1 and group lessons in English at company offices or via Skype;
- interact with C-level managers and other staff;
- create reports on attendance and progress;
- invoicing;
- networking and client follow-up to foster long-term relationships;
- prepare IELTS, TOEFL, TOIEC, BEC. CPE, SAT, First Certificate;
- help with university applications, personal statements, CVs, cover letters, LinkedIn profiles;
- format, edit and mentor thesis writing;
- job interview skills in English.

MANAGEMENT SKILLS

- **Leadership:** managed 23 teachers from 13 different countries working between Rome and Milan as co-owner of Corporate English, srl; managed 60 staff as PM & Executive Assistant at ADEC srl.
- **Time Management:** scheduled freelance activities for over 14 years, coordinating up to 150 clients at a time; managed the schedules of all 23 staff as co-owner of Corporate English, srl; successfully employ online scheduling tools to significantly streamline client scheduling, cancellation and rescheduling.

SOFT SKILLS:

- Good knowledge of **project management processes and procedures** gained through MSc program and project team work in ADEC srl, PoliHub and Innovazione Digitale, as well as from managing my freelance business.
- Extremely **flexible & adaptable**, able to insert myself into various work teams and professional contexts due to my **experience working in foreign countries** (brief experiences in Spain and Peru as well as Italy) and working with **varying roles from diverse sectors** on a daily basis for over 14 years.
- **Culturally sensitive**, have traveled to over 50 countries.
- **Highly organized and detail-oriented** due to the need for **record keeping and invoicing** that my freelance business requires.
- **Myers-Briggs Type Indicator:** ENFJ personality
- **Belbin Team Roles Preference:** Specialist, Implementer, Shaper, Plant, Finisher

PERSONAL DETAILS:

- Citizenship: USA, Italy
- Place of birth: Berkeley, CA, USA
- Date of birth: 24 August 1979

COMPANIES: **Consortia:** Assolombarda, GIMAV | **Consulting:** Accenture, Adecco, BDO, Capgemini, Det Norsk Veritas Italia (Quality Assurance), DNV Global, Econocom, Europlacements, F2A, Fieldfisher (SASPI), McKinsey, Michael Page, PWC, Robert Half, TBWA | **Dental/Medical:** ADEC srl | **Energy:** AirLiquide, Eaton Electric, Edison, Enel | **Engineering:** Andion Tech, Ansaldo, Bticino, BRE-Engineering, Prisma Engineering, Siirtec Nigi, Verga Engineering | **Entertainment:** Arnoldo Mondadori Editore SpA, Mediaset, Museo Nazionale della Scienza e Tecnologia Leonardo Da Vinci di Milano, Publitalia | **Fashion:** Louis Vuitton, Prada | **Finance:** Banca Generali, BNL, Fineco Bank, ICCREA, Intesi Group, Italease, IWBANK, Mutui Online SpA, Studio Caramanti Ticozzi & Partners - TELEM/ACS srl, Studio CT&P, UnicreditBanca | **IT:** Citel, Dodigital, ESET Italia, IBM, Innovazione Digitale (Fondazione Politecnico di Milano), Lexmark, Netapp, Nokia. NTT Data, Oracle, PoliHub, Reply, SoftTech, Sophos, Stream, Schibsted (Subito, InfoJobs), Trebi | **Law:** Studio Legale Gardenal & Associati, Studio Legale Guariso, Studio Legale Mazzoni | **Manufacturing:** FHP -Vileda, Hawe, Monier, MPM, Procter & Gamble, Valcom | **Telecom:** British Telecom, Italtel, Sirti, T-Systems, Vodafone | **Transport/Logistics:** Air France, ALDAutomotive, Mercedes-Benz, SEA(Linate), Toyota, TreNord, Volkswagen-Autogerma, UPS.

Universities: European School of Economics - Buckingham University Milan campus (Foundation Year English Professor and Public Speaking Lecturer), MIP Politecnico di Milano School of Business.

Secondary School: Istituto di Istruzione Superiore Gerolamo Cardano, Milan.

Language Schools & Associazioni: A.F.G.P. Centro Padre Piamarta, Milan; Associazione Servizi Formarivi, Milan; Corporate English s.r.l., Milan; De Agostini Editore S.p.A., Milan; digital publishing Italia s.r.l. (Speexx), Pavia; Education First, Milan & Lucerne, Switzerland; Enti Confindustriali Lombardi per l'Education (ECOLE), Cinisello Balsamo; Fondazione Luigi Clerici, Milan; Learnlight UK Limited, London; NOE Formazione, Bergamo; The Language Club, Milan; The Language Net s.r.l., Rome; Millenium Language School, Genova; Professional Advantage Training Italia, Rome; Servizi Estero S.p.A., Milan; Studio Linguistico London Eye, Settimo Milanese.

Executive Assistant & Project Manager

ADEC srl | *Milan, Italy*

2017 - 2018

Personal assistant to CEO and Head of Staff; project manager for CRM changeover; language trainer for multicultural staff, assist with hiring, interface with foreign software houses.

International Relations Officer

PoliHub StartUp District & Incubator | www.polihub.it | *Milan, Italy*

2016 - 2017

Project team member for new website development, translator and proof-reader for research papers; press releases, web content, etc. (IT-ENG); presentation and public speaking skills training for top management; cultural sensitivity and linguistic support for staff during international meetings and conference calls; promoter of English as the organization's working language.

Presentation, Public Speaking, Academic Writing and Language Skills Trainer

Osservatorio Innovazione Digitale | www.osservatori.net | *Milan, Italy*

2015 - 2017

Assist staff in the translation and proof-reading of research papers for publication (IT-ENG); small group presentation and public speaking skills training for staff presenting research at specialized conferences abroad; cultural sensitivity and linguistic training to promote English as organization's working language; one-to-one training for the top manager.

Co-Owner & Didactic Coordinator

Corporate English s.r.l. | Milan, Italy

2009 - 2011

Headhunting, interviewing, hiring, training of teachers for 5 languages; establish salary scale and draft contracts (*ritenuta d'acconto, a progetto, prestazione d'opera, Partita IVA, CoCoPro*) & assist with monthly payroll operations; perform linguistic level testing, course creation, organization, scheduling and teacher placement for company, small group and individual courses; reporting to clients in Excel, Word or online; day-to-day client relations - problem solving, scheduling; budgeting and procurement; organize and execute teacher training workshops and staff meetings; execute immigration and/or work visa procedures for teachers from Australia, Canada and the USA; assist with cultural integration of teachers (attain Fiscal Code, Partita IVA number, Permit of Stay, ASL medical coverage, choose doctors and dentists, open bank accounts, find housing, renew passports, etc.); database maintenance and website updating; sales, organize sales meetings and carry out face-to-face, telephone and internet sales activities; marketing and market research activities; design advertising materials; organize and lead special client outreach events.

High School English Literature Teacher and Substitute Teacher (all subjects)

Acalanes Union High School District | Lafayette, Moraga, Orinda, Walnut Creek, CA | San Ramon Valley Unified School District | Danville, CA, USA

2004 - 2006

Create and teach materials at the appropriate student comprehension level to promote progress in speaking, listening, reading and writing in English according to District, California State and Federal requirements; monitor students study progress with assignments and frequent testing; provide written reports and support to students and administrators; (as a substitute) carry out lesson plans provided by teachers, generate reports regarding student performance and discipline; lessons held in the public high school environment with 14-35 students per class.

Education and Training

MSc in Project Management - Cum Laude

University of Liverpool (EQUIS, AACSB, AMBA accredited) | Liverpool, England

2017 - 2014

Management School Dissertation of the Year Award 2017 - "Implementing a Bilingual Work Environment in an Italian SME"

PMI standards and familiarity with ICB, Prince2 and other international standards, iron triangle, PMBOKs 9 Knowledge Areas, 5 Process Groups, 42 Inputs, Tools & Techniques and Outputs.

Webinars, Audio Lecture Series, Professional Conferences

AIF, APTRAD, ATA, BP, CIOL, Difusión, EF, Learnlight, MET, PROZ, SDL, Smartcat, The Great Courses Series, University of Liverpool | *international*

2006 - present

Translation, Proof-reading, Web Research, Editing, Audio Transcription, Time Coding, Interpretation, Business and Legal Terminology, Philosophy, Linguistics, The History of the English Language, Creative Writing, TEFL Teaching Techniques, etc. (list available upon request).

California State Single Subject Teaching Credential in English and Spanish

Chapman University | Concord, CA, USA

2007 - 2004

Didactic Skills; Discipline Strategies; Group Work Skills; Teaching English as a Foreign Language within Specific Subject Courses; Lesson Planning; Grading and Reporting; Administrative Rapport; Child and Young Adult Psychology; Computer Skills; Providing for Students with Learning Disabilities and Physical Disabilities; Time Management and Organization in the Workplace

*The California Single Subject Teaching Credential is the Federal Certification to teach adolescents and adults granted by the United States government. It's equivalent to a Master degree because it requires over 495 classroom hours, 990 hours of autonomous study and more than 3 months of student-teaching either observed by or in tandem with an expert teacher in a real public school during the regular school year. The credential program curriculum contains 3 courses specifically aimed at teaching content (not just English) to non-native English speakers, for a total of 135 classroom hours and 270 hours of autonomous study, observation and work with real ESL students (EDSU 530 **Theories, Methods, and Materials for Teaching English Learners**; EDSU 531 **Secondary Instructional Strategies for Language/Culturally Diverse Classrooms**; EDSU 532 **Effective Literacy Instruction for Single Subject Candidates**). An evaluation by the State Board of Education must also be passed. The exam consists of your lesson plan and materials, a video of you teaching the lesson to real students and your post-lesson self-evaluation and reflections on how the lessons went. You have only 2 chances to pass.*

Postgraduate Studies

University of California Berkeley | Berkeley, CA, USA

2005

Teaching Adults; Motivation/Group Work Strategies; TEFL; Lesson Planning; Grading/Reports; Teaching Students with Learning/Physical Disabilities.

Certificate of Completion in Teaching English as a Foreign Language

i-to-i online school | England

2002

Classroom teaching techniques for TEFL, curriculum and activity development for TEFL lessons.

BA in Theatre Arts and English Literature

Humboldt State University | Arcata, CA, USA

2001 - 1997

Summa Cum Laude | Omicron Delta Kappa Leadership Association
Design set, costume, make-up, lighting; directing; playwriting; acting; history of theatre and dance; piano, singing; stage combat; Shakespeare; modern and classic American and British literature; sociology; geology; earth sciences; history; Spanish; German.

I authorize my personal data to be handled pursuant to EU law 2016/679 (General Data Protection Regulation).

I hereby declare that all information contained herein is true, pursuant to Italian D.P.R.445/2000.