

Curriculum Vitae

Personal information **Marta Giovanna Toma**

Work experience

1. Employer: Italian Medicines Agency (AIFA)
 - Start date: 102019
 - End date:
 - Position: International Affairs
 - Activities: Member assistant for HMA-related activities; Participation in international working groups (EMANS Theme 4, ICMRA, G7) and drafting of relevant contributions/reports for AIFA; Linguistic review of product information of centrally authorised medicinal products and EMA QRD-related activities for AIFA; Translation of internal and external institutional documentation; (previously) Administrative check of variations (IT RMS; IT CMS)
 - Country: Italy
2. Employer: Italian Ministry of Justice
 - Start date: 032018
 - End date: 082019
 - Position: Assistant
 - Activities: Data entry and management Management of various legal registers Assistant to the Judge
 - Country: Italy
3. Employer: European Parliament _ DG TRAD _ Italian Translation Unit
 - Start date: 042013
 - End date: 022018
 - Position: Translator
 - Activities: Translation of different types of documents from English and Spanish into Italian (legislative and non legislative documents); revision and proofreading Defining internal guidelines on safe IT procedures (safe working protocols); SDL Trados Studio 2014 tester (testing of new functionalities; providing feedback in order to establish best practices; carrying out of a small internal training session to language assistants and preparation of a quick user guide in "How to" form); Management and coordination of translation projects Updating of the Italian Unit's Intranet webpage Deputy coordinator of the ECON thematic group (liaising with horizontal units within the European Parliament and reporting to the ECON thematic group); Italian Unit representative in the "External Translators Accreditation" focus group; Supervisor of trainees (2) in the Italian Unit (training on IT applications and parliamentary workflow, revision of translations, drafting of evaluation reports)
 - Country: Luxembourg
4. Employer: Various translation agencies
 - Start date: 012008
 - End date: 032013
 - Position: Freelance translator
 - Activities: EN/IT_IT/EN; SPA/IT_IT/SPA translation and revision of different text types (financial reports, transfer pricing documentation, sustainability reports, contracts, court judgements, marketing and legal notes, press releases, UI localisation); Management of projects split among two or more translators (including analysis of the files to be translated, assigning parts to suitable translators, finding the correct reference material, preparing style guides to ensure consistency, handling queries from and liaising with external translators and clients); Management and maintenance of Agostini & Associati srl's terminology database, including setting up and compiling glossaries and populating the database Organisation, on behalf of Agostini & Associati srl, of a small-scale training course on MemoQ to external staff (as selected by the company's vendor manager), when the company migrated to this software tool
 - Country: Italy
5. Employer: Italian Institute of Culture, Ministry of Foreign Affairs
 - Start date: 092007
 - End date: 122007
 - Position: Trainee
 - Activities: Assisting staff in organising cultural events linked to the promotion of Italian culture and language in Hungary (for example "Le giornate abruzzesi" within the "L'Italia delle regioni, l'Italia delle province e l'Italia delle città" series); Translation and drafting of press releases in English and Italian about cultural events organised by the Institute (for example, brochures on "Le giornate abruzzesi" and the "Mittel Cinema Fest" in 2007)
 - Country: Hungary

Education and training

1. Institution: University of Pavia (IT)
 - Start date: 022021
 - End date: 032023
 - Qualification: SECOND_LEVEL PROFESSIONAL MASTER'S DEGREE IN REGULATORY AFFAIRS "G. BENZI"
 - Subjects: Regulatory activities; Variations; Marketing Authorisation Applications; GxP
 - Country: Italy
2. Institution: University of Leeds (UK)
 - Start date: 092011
 - End date: 122012

- Qualification: MASTER OF ARTS IN APPLIED TRANSLATION STUDIES
 - Subjects: Computer Assisted Translation (SDLTrados Studio and SDL MultiTerm 2009, MemoQ 6.0, Déjà Vu X2, Termstar and StarTransit NXT) Principles and application of Machine Translation (Systran, GoogleTranslate) Specialised Italian into English translation (patents, medical and administrative texts, laws) ICT for Professional Linguists
 - Country: United Kingdom
3. Institution: School of Modern Languages for Translators and Interpreters _ University of Trieste (IT)
- Start date: 112004
 - End date: 072007
 - Qualification: MASTER OF ARTS IN SCIENTIFIC AND TECHNICAL TRANSLATION
 - Subjects: Specialised translation (English into Italian and vice versa; Spanish into Italian and vice versa) English and Spanish literature; English and Spanish language and linguistics; Hungarian language; Terminological studies for professional linguists Comparative and private EU and Italian law; marketing
 - Country: Italy
4. Institution: School of Modern Languages for Translators and Interpreters _ University of Trieste (IT)
- Start date: 112001
 - End date: 102004
 - Qualification: BACHELOR OF ARTS IN TRANSLATION AND INTERPRETING
 - Subjects: English and Spanish language and literature, Italian linguistics Translation (from English and Spanish into Italian and vice versa), Liaison interpreting (from English and Spanish into Italian and vice versa) European Computer Driving Licence (ECDL modules 1, 2, 3, 4, 6, 7) International economics, European Union Law, History of Europe
 - Country: Italy

Additional information

Publications

Projects

2023 - : member of AIFA Working Group on the Revision of the Pharmaceutical Legislation

2022 - : Alternate member to the EMA QRD (Quality Review of Documents) Group

2022: member of the Technical-Scientific Coordination Group for the Italian Edition of the WHO AWaRe Antibiotic Book

Memberships

Other Relevant Information

Language skills

English: proficient user (Understanding/Speaking/Writing)

Spanish: proficient user (Understanding/Speaking/Writing)

French: independent user (Understanding/Speaking/Writing)

Organisational and soft skills

Experience in project management

Good command of Internet and social media

Team spirit and very good ability to interact in a multicultural environment

Very good communication skills