

Monica Mercurio  
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## EDUCATION

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University of MARYLAND, SCHOOL OF BUSINESS, Bethesda, MD and  
KENNESAW STATE UNIVERSITY, Atlanta, GA, U.S.A. 2000-2003  
Bachelor Degree in Business Administration  
Major in Accounting- **GPA 3.9/4.0 – Magna Cum Laude – Honor Student**

Università di Economia e Commercio, Cagliari, **ITALY** 1986-1990  
Degree in Economics and Commerce, major in Accounting

## PROFESSIONAL EXPERIENCE

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**United Nations (UN)**; Menlo Technologies (at **Apple**); **European Union (EU)**; **European Parliament (EP)**; Screens International (a leader in the subtitling and dubbing industry); Crossword AVT/Wordzilla (Subtitling Co.), ZooSubs; **NETFLIX**; IVO4ALL, a **European Commission** sponsored project; APCOM, a **United Nations** sponsored enterprise; Amara; Triangle Translations (**E.U.** transcription projects); AMZ Resulting LLC; Arkys s.r.l. (renewable energy co.); **Disneyland Paris**; Hilton International; **Disney Cruise Line**; InterContinental Hotels and Resorts; **Coca Cola** Enterprise, JPS Scuola, Salmoiraghi e Viganò (Luxottica); E2f, Insightly, Universe Payments Selected; PEQUERRECHO Subtitulacion; EWE International, s.r.o.; DA Languages, Comune di Carbonia, Servizi Sociali, Italy; UK Council, Social Services, Rephraserz Media & Communication Services;

**Freelance translator** (Translating, Subtitling, Captioning, Website Localization) 2003 – present

**Localization, QA tester:** Menlo technologies at **Apple**, Cupertino, CA. On-site localization and QA tester, Translating/localizing content • Performing localization & functional tests (Reporting language, layout, functional issues) • Reporting, tracking and verifying bugs • Creating necessary documents such as glossary.

**Subtitling/Captioning:** Alvin and the Chipmunks, Marvel's **AVENGERS**, Age of Ultron, **MISSION IMPOSSIBLE 5**, Rogue Nation, **Breaking Bad**, The FLASH, ARROW trailers, The Watch, Romanzo Criminale an Italian movie recipient of 15 awards, Style 210 interview to fashion designers, **Palio** an Italian Horse Race Documentary; Good morning Vietnam; From Yogyakarta with Love, a short movie for the **United Nations** (APCOM); TV Series: Just Add Magic, **The New Yorker**, Creative Galaxy, The Muppets show; Secretes of **Longevity** Documentary, **Blue Zone**, Villagrande Strisaili, Sardinia, Italy; Beyblade Burst, cartoon series (Netflix standards); CEAT Tires advertisement videos.

**Transcription:** Video interviews of EU Members of Parliament for the **European Union (EU)**.

**Translations:** **European Parliament** (EP), Amendments to laws, EU texts, Petitions; **United Nations (UN)** translation of their disaster preparedness manual ENG>IT with a feedback of 5/5 stars; France Volontaires (monthly newsletter); Arkys s.r.l., eLumia, websites and brochures of energy efficiency and renewable energy projects; medical and pharmaceutical translation for Autism organizations internationally; IVO4ALL a **European Commission** sponsored project; Salmoiraghi e Viganò, Inventory Management software procedures; **E2f**, Insightly website; Universe Payments Selected; Secretes of Longevity Documentary in Villagrande Strisaili, Sardinia, Italy (Sardinian/Italian<>English), etc.

**Website localization:** OUD Milano, a renowned makeup company.

**Interpreting:** Disneyland Paris; AMZ Resulting LLC, support to the Italian delegation at the Alzheimer conference in Washington DC.; DA Languages, Comune di Carbonia, Servizi Sociali; UK Council, Social Services Division.

**Voice-Over:** Disneyland Paris (PABX Telephone System).

**Coca Cola Enterprise, Atlanta, GA, U.S.A.**

2003-2004

**Corporate Tax Accountant**

**The Langham Hilton, London, U.K.** (5 stars, 379 rooms)

May 1999-April 2000

**Financial Controller Deputy**

**Responsibilities:** Prepared tasks of Budgeting, Forecasting, Cash Flow, P&L analysis, and the supervision of eighteen accounting employees (Income Audit, Accounts Payable, Accounts Receivable, General Accounting, General Cashier, Payroll Auditor, F&B Control, Purchasing and Goods Receiving).

**Disney Cruise Line / THE WALT DISNEY COMPANY, U.S.A.**

June – November 1998

**Accounting Operation Manager**

**Responsibilities:** Opening team member. Responsible for all accounting activities, and financial records, on board the ship; reporting and analysing all shipboard revenue; Direct reports- Revenue Analyst, Inventory Analyst, Payroll Analyst, System Analyst, Accounting Associates, Auditor and the Hotel Store Dept.

**Hotel INTER CONTINENTAL Paris, FRANCE** (4 stars, 445 rooms)

November 1997 - May 1998

**Assistant Financial Controller**

**Responsibilities:** Prepared all Budgeting, Forecasting, Cash Flow, P&L analysis and the Supervision of the fifteen accounting employees. (Income Audit, Accounts Payable, Accounts Receivable, General Accounting, General Cashier, Purchasing and Goods Receiving).

**Disneyland Paris/ THE WALT DISNEY COMPANY, Paris, FRANCE**

February 1992– October 1997

• **HOTEL SEQUOIA LODGE – Finance Operations:** (4 stars, 1011 rooms)

**Financial Controller**

May 1997 - October 1997

**Responsibilities:** Monitored all hotel Costs/Revenues, Short and Long-Term Capital engagements, Budgeting, Forecast, and Analysis of the Profit & Loss Statement. Supervision of ten employees. (Income Audit, Night Audit, Credit Clerk, F&B Cost Controller, Goods Reception and Assistant Controller).

**Assistant Financial Controller**

September 1995 - April 1997

**Responsibilities:** Assisted the Financial Controller in all his tasks, in particular F&B Cost Control.

• **CORPORATE FINANCE:**

**Acropole Project Team**

July 1993 - September 1995

**Responsibilities:** Assigned to a team to review the company's Finance and Accounting structure by redefining the following points: Information flows - Decentralized/Centralized functions; Development and Optimization of the Revenue and Cost positions; Training needs and Procedural Support.

**Coordinator of Hotel Income Auditor Team**

August 1994 - June 1995

**Responsibilities:** Coordination of the Income Audit team. Creation of procedures identifying and controlling areas producing major losses; Completing audits, to identify major inconsistencies in methods; Proposed solutions by developing procedures to be followed by operations and controlled by the Income Audit team, located within each of the 7 Disneyland Paris Resort Hotels.

- **FINANCE OPERATIONS:**

**Income Auditor, in Disneyland Paris's 7 Resort Hotels**

January 1994 - August 1994

Responsibilities: Ensured the proper recording and reporting of all revenues and adjustments generated during the business day. This included rotation in all 7 resort hotels

**Night Auditor, in all 7 Resort Hotels**

July 1993 - January 1994

Responsibilities: Verified all the daily revenue postings and room rates to be in line with established financial procedures, prepared statistics and financial analysis, provided training of the night audit team in their daily duties.

- **HOTEL SEQUOIA LODGE, ROOMS DEPARTMENT**

**Discipline Trainee**

March 1993 - July 1993

Responsibilities: Supervision of the Front and Back Office operation and the training of staff in all aspects of the Front Office and computer systems.

**Front Office Agent**

February 1992 - March 1993

Responsibilities: Part of the Disneyland Paris Opening Team, April 12th 1992. Functions included Information Desk, Groups, Reception, Rooms Control, Guest Billing and Inquiries.

**Gencord S.R.L., ITALY** (tire, pneumatic manufacturer)

May 1989 - January 1992

**Assistant to the Accounting and Sales Manager**

Responsibilities: Assisted the Sales and Accounting Teams in their daily operation. Due to my knowledge of foreign languages, I liaised between Gencord, and Overseas Companies, on all aspects, such as Sales, Purchasing, Production and Accounting.

**LANGUAGES and COMPUTER SKILLS**

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| Italian   | Mother tongue  |
| French    | Fluent, both oral and written (worked in Paris for seven years)                                |
| English   | Fluent, both oral and written (worked in the US/UK for over 10 years, married with US citizen) |
| Spanish   | Good knowledge (lived in Mexico and Spain for one year)  |
| Sardinian | Native (born in Italy, Sardinia)   |

Computer skills: Apple Translator Workbench (ATW), WordServer (WS), Radar, Status, FileMaker Pro, Amara Editor, Transifex, WordFast Anywhere, Trados 2017, Subtitle Edit (SE), ZooSubs, Aegisub, Subtitle Workshop, Audacity, Lotus, Express Scribe, Microsoft suite, General Ledger, Retail Sales, H.I.S, VGS, VOD, Tolas, SAP, Infopac, Gold, Operational Data Base, PCX Budgeting, ACOM bookkeeper, SPMS-Fidelio, POS.

**REFERENCES**

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<http://www.proz.com/wwa/984287>

[http://www.proz.com/translator/984287?sp\\_mode=profile&sp\\_submode=&action=fb\\_optin](http://www.proz.com/translator/984287?sp_mode=profile&sp_submode=&action=fb_optin)