Sandra Petrongolo

US-born bilingual English–Italian translator

Location: Torrevecchia Teatina (CH), Italy

Phone: +39 392 1257589

Email: sandrapetrongolo@virgilio.it

Professional Summary

Bilingual freelance translator (English ↔ Italian), born and raised in the United States, with more than 35 years of professional experience in the language industry and over 30 years of experience in technical, pharmaceutical and regulated documentation. Extensive experience translating Standard Operating Procedures (SOPs), quality documentation, technical manuals and compliance-related materials. Familiar with ISO-compliant workflows, CAT tools and terminology management. Detail-oriented, quality-driven and experienced in delivering accurate translations for regulated industries including pharmaceutical, medical and technical sectors.

Areas of Specialization

- Technical and industrial documentation
- Technical manuals and engineering documentation
- Pharmaceutical and regulated documentation (including SOPs, quality documentation, and materials compliant with GMP/GxP and ISO standards)
- Cosmetic and personal care product documentation
- CE-compliant technical texts
- Corporate and compliance documentation
- User, installation and maintenance manuals
- Financial and business documentation

Relevant Pharmaceutical Experience

- Pharmaceutical documentation
- Standard Operating Procedures (SOPs)
- GMP/GxP documentation
- Quality Management System documentation
- Medical device documentation
- Clinical and regulated documentation
- Cosmetic regulatory documentation
- Technical documentation for healthcare and life sciences

Professional Experience

Freelance Translator – Self-employed | 2006 – Present

- Translation services English ↔ Italian, with extensive experience in both language directions according to project requirements.
- Technical, industrial, pharmaceutical and business documentation
- Experience translating documents originating from scanned PDFs while preserving formatting and terminology consistency.
- Terminology management and CAT tool workflow
- Typical daily capacity: 2,500–3,000 words
- Average annual translation volume: 800,000–1,000,000 words

Technical Writer – Cellulose Converting Solutions S.p.A. | 1992 – 2013

- Drafting and translation of technical manuals (IT/EN)
- Documentation for disposable product production lines
- Compliance with EC Machinery Directive

Interpreter & Translator – Hair & Cosmetic Industry | 1988 – 1992

- Cosmetic and hair-care product labeling
- Interpreting during professional training courses and workshops

Selected Translation Experience

- Pharmaceutical documentation
- Standard Operating Procedures (SOPs)
- Quality Assurance documentation
- Medical device documentation
- Technical manuals for medical and industrial equipment
- Cosmetic and personal care documentation
- Regulatory documentation
- Corporate compliance documentation

Education & Training

- High School Diploma – Accountancy
- Secretary Certificate
- Hairdresser Certificate
- Beautician Certificate
- HTML Webmaster Course

Languages

Italian – Native

English – Native (US)

Tools & Skills

- SDL Trados Studio 2021
- Translation memory and terminology management
- Advanced PC and office software skills
- Strong organizational and problem-solving abilities

Date: June 2026