



Tradport Comunicazione e Marketing is the professional studio of **Patrizia Minervini**, Portuguese translator and interpreter accredited by **ANITI** (Italian National Association of Translators and Interpreters) and enrolled in the **Roll of Experts at the Chamber of Commerce of Bergamo** under the category of **PORTUGUESE** Translators and Interpreters.

Tradport has been in business since 1995 providing high quality language services in **Portuguese** to a variety of customers (companies, translation agencies, and Italian and foreign legal firms).

Over the years the studio has significantly broadened its activities allowing it to meet the growing **demands of internalisation** by expanding its network of collaborators and making use of the exclusive services of native speaking professionals (with university degrees and specialised in the various fields).

It can now offer services in **a variety of different language combinations**.



Our main languages are:

PORTUGUESE – SPANISH - ENGLISH – FRENCH – GERMAN – SWEDISH – DUTCH – NORWEGIAN – ROMANIAN – RUSSIAN – POLISH – CZECH - CHINESE – ARABIC - FINNISH

For other languages, ask for a quote and we will try to meet your requirements.

TRADPORT manages the **translation** and **localisation** of all your documents (business letters, technical manuals, websites, contracts and company statutes). It is the ideal partner for providing assistance at business meetings, trade shows and congresses, telephone **interpreting services**, dubbing and voiceovers for promotional and advertising videos, as well as international marketing consulting services and other language and graphics services for your **international communication**.

ABOUT US



Patrizia Minervini, the interpreter, in a simultaneous interpreting booth.

THE OWNER

1973 – 1992: **Patrizia Minervini**, daughter of Italian parents, was born and raised in Brazil (consequently, she has been bilingual in **Portuguese and Italian** since birth) where she completed her higher school studies and gained professional experience working at an important Advertising Agency as Copywriter, Proof-reader and page layout person.

1992: Moved to Italy with her family.

1995: During her university studies, she began working as a translator, interpreter and teacher of Portuguese for translation agencies, legal firms, language schools and Italian, Brazilian and European public institutes.

1998: Due to the significant growth of her professional career, she registered for a VAT number as Translator and Interpreter.

2004: Became a member of the Associazione Nazionale Italiana Traduttori e Interpreti (*Italian National Association of Translators and Interpreters*).

2006: Registered in the Roll of Experts of the Bergamo Chamber of Commerce.

2007: Created “**Tradport**” to provide comprehensive multi-lingual services geared to meet the demands of internationalisation.

OUR TEAM

Our team consists of **carefully selected** translators, interpreters, website designers, technical writers, lawyers, consultants and professionals coming from different language backgrounds. They are among the best in their areas of specialisation and have **at least 5 years professional experience**.

We work according to the modern market concept: **SOHO** (Small Office/Home Office).

Each professional works from their **own office** (in Italy, Brazil, Portugal, Spain, France, Germany, the United States, China...) and today's **technologies** enable us to keep in **close contact** with all our collaborators to provide high-quality professional services at the most competitive prices, also made possible by reduced operating costs.

OUR MAIN SERVICES



- Technical, legal, commercial, advertising, editorial translations.
- Sworn and certified legal translations.
- Preparation of glossaries and personalised translations memories for each customer.
- Proofreading and revision of existing texts.
- Negotiation, chuchôtage (whispering), consecutive or simultaneous interpreting services.
- Customer assistance at trade shows.
- Voiceovers for promotional, corporate or advertising videos.
- Graphic design and creation of multilingual web sites (in FLASH MACROMEDIA, HTML and JAVA).
- Preparation of technical manuals, exploded diagrams for product catalogues, multimedia catalogues with hypertextual and hypermedial links ON LINE or on CD/DVD, with editing (and translation) of texts, drawings with vector graphics, 3D graphics, photographs, graphics design and page layout.

OUR RESOURCES



Tradport has an office in the town of Pedrengo, 8 km from Bergamo, which is equipped with all the latest hardware and software technologies necessary to carry out its business efficiently and effectively serving customers in Italy and abroad with an **“internet-based foreign office.”**

In addition to its human resources (a carefully selected team of collaborators and business partners) the company also has many technological, cultural and business resources which enable it to offer services of the highest quality.

Hardware and Software resources

The company has the most up-to-date and modern hardware and software resources for carrying out and managing its numerous activities (CAT tools, management software, graphic and page layout tools, etc.).

Our collaborators have their own resources and equipment according to the type of service they provide (dictionaries and glossaries, translation software, etc.). They are committed to constantly updating their technologies (software) and knowledge in order to guarantee services which meet customer requirements.

Other important resources

The company’s extensive library of monolingual, bilingual and multilingual specialised and general dictionaries, encyclopaedias and technical glossaries, as well as its enormous pool of information from the internet and constant collaboration with translators and professionals of various sectors worldwide allows it to provide the most up-to-date and accurate information available.

OUR WORKING METHOD FOR TRANSLATION SERVICES

1) Definition of the project

- Analysis of the document and the customer's request;
- Identification of the necessary tools, and the professional who will take on the job;
- Definition of the execution times and methods;
- Drafting and sending of the quote to the customer.

2) Execution of the project

- Assigning of a client code and job code for quick and easy traceability;
- Definition of the reference styles (check the customer's documentation);
- Preparation and management of personalised glossaries;
- Translation of the text and constant updating of the glossaries and translation memories;
- Checking of the syntactic structure, terminology and style;
- Revision (proofreading) of the translated document.

3) Delivery to the Customer

- Delivery of the translation in the requested format (Word, Excel, Power Point, Frame Maker, Page Maker, PDF, etc.);
- Double back-up for security purposes (on external hard disk and DVD for each client which we keep for a period of 5 years);
- Account of the translation and issuing of the invoice.



*Tradport: your
Passport to
Success.*

OUR PHILOSOPHY



Teamwork gives us the opportunity to achieve results more efficiently and effectively. Since a team is much more flexible than one person, it can use its resources in a more direct manner responding promptly to sudden market changes. Furthermore, teamwork allows transferring knowledge and experience between its members, thus contributing to increasing the skills and experience of each individual for the purpose of strengthening the resources available in the company.

Adapted from the book, Managing People by Bob Adams, Et Al.

OUR GUARANTEES

- Free and detailed quotes.
- Meeting of the agreed deadlines.
- Maximum confidentiality and privacy of your information.
- Quality controls on services and feedback on customer satisfaction.
- High quality services at the most competitive prices.
- Use of innovative translation technologies (CAT tools).
- Flexibility and willingness to accept any type of customer request.

OUR RATES



Translation rates vary depending on a variety of different factors:

- number of words or characters of the original document;
- specific technicality, lexicon (vocabulary);
- format of the file (word, PDF, PowerPoint, hardcopy, etc.);
- type of project (sworn translation, technical manual, etc.).
- language (language combination)
- urgency


Many factors also contribute to determining the final cost of our other services (interpreting, multilingual voiceovers, creation of websites, manuals, etc).

Our main goal is to satisfy our customers by offering a wide range of **high quality services at the most competitive prices.**

Contact us and we will be happy to send you a quote.

CONTACTS

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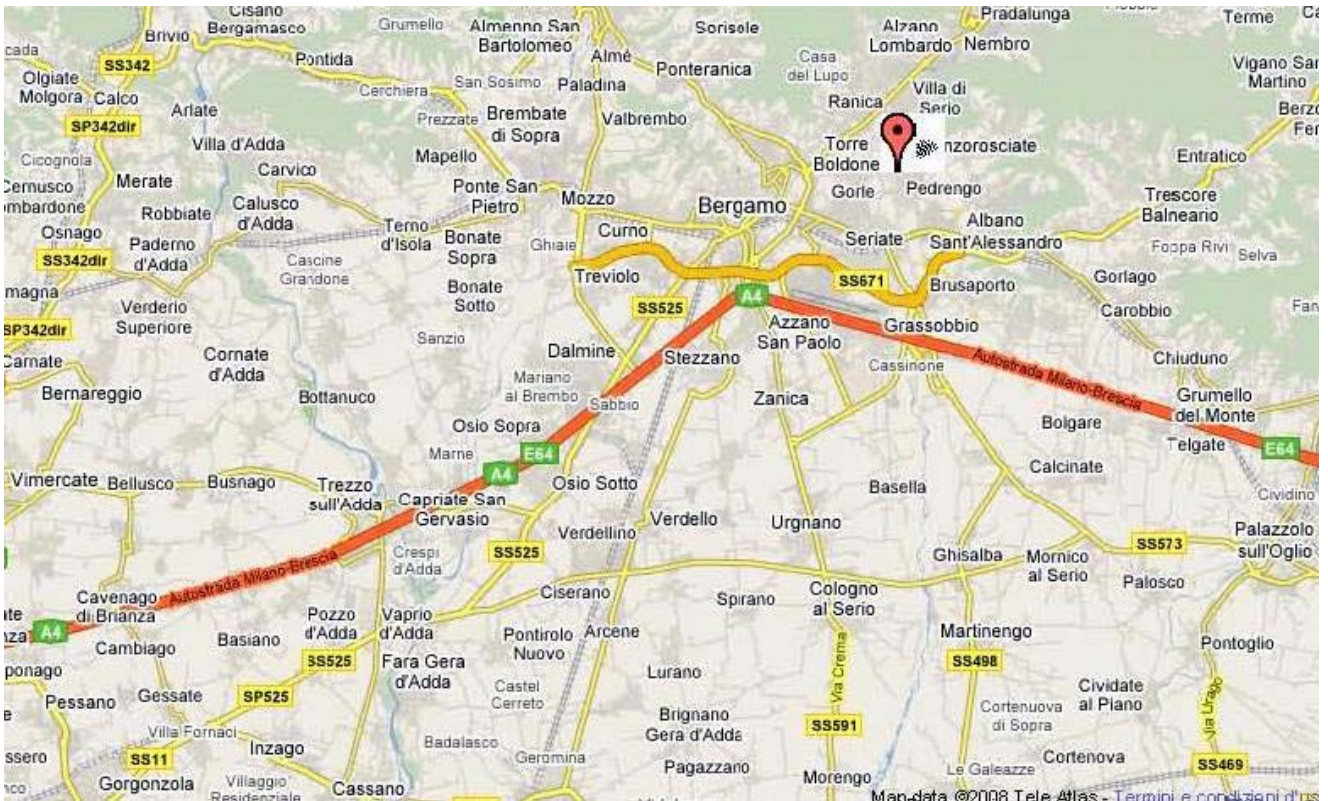


: patrizia_m

WEBSITE: www.tradport.com

E-MAIL: info@tradport.com

LOCATION



HOW TO REACH US

BY CAR:

Autostrada A4 Milano-Venezia: Seriate exit

Take the highway in the direction of Lovere (S.S. 42)

Second exit: Torre de' Roveri, **Pedrengo**.

BY TRAIN:

Bergamo train station – 10 km

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