

BARBARA POZZI

Via Dante Alighieri, 6
23845 Costa Masnaga
Lecco – Italy
Mobile: +39.333.9330863
barbara71p@hotmail.it
www.proz.com/profile/1071407

Born on 31.08.1971

LANGUAGES

Italian mothertongue

I translate from German and English into Italian

EMPLOYMENT

- Cultural Facilitator Februar-May 2018
Responsibilities: teaching Italian to students from India and Egypt.
- Private Lessons Since Nov 2013
Responsibilities: teaching German and English
- Administrative Assistant/Executive Assistant 2008-2010 Omas srl – Italy
Responsibilities: Answering the phone; Correspondence and contacts with foreign customers; Interpreting at business meeting with German customers; Translating technical documentation; Order Processing in collaboration with the commercial department; Shipments and forwarding of spare parts.
- Administrative Assistant/Executive Assistant 2007-2008 Co.ar.ca srl – Italy
Responsibilities: Answering the phone; Correspondence and contacts with foreign customers; Interpreting with German Customers; Translating technical documentation, brochures and catalogues; Marketing incl. Mailings; Attendance of the exhibition Mondo Natura in Rimini.
- Executive Assistant Jan 2007 – March 2007 Mectex srl – Italy
Responsibilities: Order Processing of the American Market; Attendance of the exhibition MilanoUnica in Milan.
- Receptionist and Executive Assistant May 2006 – Dec 2006 Sonderhoff srl – Italy
Responsibilities: Answering the phone; Liaison with customers and the German and Austrian parent company; Forwarding orders of Italian customers to the German and Austrian head offices; Payment remainders.
- Receptionist/Administrative Assistant 1992 -2006 Record spa – Italy
Responsibilities: Answering the phone; Welcoming visitors; Administration support; Outgoing correspondence.
- Textile Worker March 1992 – April 1992 Man. “A. Panzeri” – Italy
Responsibilities: Twisting bobbins

AREAS OF EXPERTISE

Mechanics and Mechanical Engineer (Manuals of Packaging Machines and Bending Machines), Gasketting and Gasketting Machines, Items for Holiday Camp (Product Descriptions, Catalogues, Marketing Texts), Speleology.

VOLUNTEER WORK

- Touristic Guide at the Cave Buco del Piombo – Italy (1998)
- Guide during the Eurofolk (1999)
- Tutoring children of primary school (from January 2015)
- Translator and co-editor of the website Peacelink (from August 2015)

EDUCATION

- BA First Class Degree in Modern Languages and Literatures at Università degli Studi – Milan (2013); Languages: German, English.
 - High School Diploma at Liceo Linguistico “F. Casnati” – Como (1990), equivalent to a British Grammar School with special focus on foreign languages; Languages: English, German, French
- I attended a training course during summer in Berlin (2009) and a course in translation from English into Italian with the Publishing House “Leconte” (2008), Rome, and several Webinars concerning translation (2014).

WEBINARS

- CAT Tool & Software Day
- ProZ.com 2014 Virtual Conference for International Translation Day
- Word-Finder: The Words You Want. Anywhere, Anytime!
- Discover Wordbee Freelance Entrepreneur and Start Your Own Business
- SDL Trados Studio 2015 is here! Join SDL to learn all you need to know about the latest version of the world leading CAT Tool
- ProZ.com 2015 Virtual Conference for International Translation Day
- ProZ.com 2016 Virtual Conference for International Translation Day

SKILLS AND COMPETENCES

European Computer Driving Licence

Text Processing: Ms-Word, Excel

Email: Outlook, Outlook Express

Presentation: MS- PowerPoint

AntConc

MateCat, SmartCat

Internet Research

HOBBIES

I enjoy hiking and reading books in the original language about several topics: environment, geology, fiction, social sciences, etc.

SPECIAL INTERESTS

Speleology, Geology, Literature