

Curriculum Vitae



Personal Information

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VAT number	IT01443580525
Nationality	Italian
Date of birth	09/12/1990
Sex	Female

Work experience

TRANSLATIONS (partial list):

Furniture

- [Italian Design Contract](#) ITALIAN > ENGLISH
- [Salvatori](#) ENGLISH > ITALIAN

Astrology

- [Exceptional Ron](#) ENGLISH > ITALIAN, FRENCH, GERMAN

Automotive

- Citroën, some web pages FRENCH > ITALIAN
- [Carrentals.com](#) ENGLISH > ITALIAN
- .ppt presentation Aurilis Group FRENCH > ITALIAN
- some [Lumitecs](#) products GERMAN > ITALIAN

Kids

- [Herzmutter](#) GERMAN > ITALIAN *coming soon*

Blog & Newsletter

- FootLocker's newsletter GERMAN > ITALIAN
- some Adobe Stock's articles ENGLISH > ITALIAN
- [Artengo](#) blog FRENCH > ITALIAN

E-commerce

- [Mi piace così](#), FRENCH > ITALIAN
- [Les Jardins de la Comtesse](#) FRENCH > ITALIAN
- [Asendia](#) ENGLISH > ITALIAN
- some Amazon listings of [greenvitamins](#) ENGLISH > ITALIAN

Electronics & Appliances

- [Küpperbusch Hausgeräte](#) GERMAN > ITALIAN
- [deleyCON](#) (Amazon descriptions) GERMAN > ITALIAN
- handbook of speaker Wave Dice Sound, ENGLISH > ITALIAN
- handbook of electrical kick scooter OFUN72 FRENCH > ITALIAN

Economics & Finance

- [swiss-banking-lawyers.com](#) ENGLISH > ITALIAN
- [monito](#) ENGLISH > ITALIAN

Real Estate

- estate agency "[La Bella Toscana](#)", listings ITALIAN > GERMAN, ENGLISH > ITALIAN
- "[Case & castelli](#)" ITALIAN > GERMAN, ENGLISH > ITALIAN

Medicine

- the entire website [BioPredictive](#) ENGLISH > ITALIAN
- [Winback](#) ENGLISH > ITALIAN
- Amazon listings of [Vein Angel](#) GERMAN > ITALIAN

Fashion & Beauty

- Amazon listings of [L. Bo Apparel](#) GERMAN > ITALIAN, ENGLISH, FRENCH, SPANISH
- Amazon listings of [Biosphère France](#) FRENCH > ITALIAN

Tourism

- "[Locanda Cugnanello](#)", Radicondoli (SI) GERMAN > ITALIAN
- "[BBCamere](#)", Rome ITALIAN > ENGLISH, ITALIAN > FRENCH, ITALIAN > GERMAN
- "G M B&B", Castelnuovo Magra (SP) ITALIAN > FRENCH, ITALIAN > GERMAN *coming soon*
- "[Agriturismo Drockerhof](#)", Funes (BZ) GERMAN > ITALIAN *coming soon*
- [Appartamento Innerpalmer](#), Ortisei (BZ) GERMAN > ITALIAN
- [Hotel Jakoberhof](#), Ortisei (BZ) GERMAN > ITALIAN
- [Hotel Linder](#), Selva (BZ) GERMAN > ITALIAN
- [Distilleria ZuPlun](#), St. Valentino, Siusi (BZ) GERMAN > ITALIAN
- [Saint-Raphaël Turisme](#), FRENCH > ITALIAN
- [Hotel Chateau Frontenac](#), Paris FRENCH > ITALIAN
- [Calvi camping](#), FRENCH > ITALIAN
- [Novotel Dinard](#) FRENCH > ITALIAN *coming soon*
- [Hotel La Chambre du Marais](#), Paris FRENCH > ITALIAN
- [Hotel Condor](#), Selva (BZ) GERMAN > ITALIAN
- [Guida di Vienna](#), GERMAN > ITALIAN
- [Conservatorium Hotel](#), Amsterdam ENGLISH > ITALIAN *coming soon*
- [MagicStay](#) FRENCH > ITALIAN

Web & IT

- search engine [Qwant](#) FRENCH > ITALIAN
- [fotocommunity.net](#) GERMAN > ITALIAN
- [Blookup](#) FRENCH > ITALIAN *coming soon*
- [Time Machine project](#) ENGLISH > ITALIAN

- **Translation and Proofreading** of emails, contracts, CV, catalogues, brochures and many other websites...

OTHER JOBS

01/04/16- 01/04/17

Marketing Manager / Sales Assistant

- Realization of newsletters and blog posts
- Orders management
- Marketing campaigns definition
- Translations of products

[Italian Design Contract](#)

Furniture

01/10/13-03/11/16

Receptionist

- Guest reception
- Mail
- Booking management

[La Fornace di Racciano](#), San Gimignano

Hotel

Dates

Job

Main activities

2010-2013

Interpreter and secretary

- PR
- Press contacts, article and interviews writing
- Fair interpreter
- Customer's assistance (mainly in English, German and French, sometimes also in Russian, Spanish and Portuguese)

[Archirivolo Design](#), Colle Val d'Elsa

Furniture, marketing

Dates

Job

Main activities

28/09/12-31/07/13

Secretary and sales personnel

- Customer's assistance (mainly in English, German and French, sometimes also in Russian, Spanish and Portuguese)
- Accounting

[Tekno s.r.l.](#), Barberino val d'Elsa

Furniture

Dates

Job

Main activities

01/09/12-01/12/12

Translator and marketing assistant

- Translation of press articles and of the website [www.titicasa.com](#) from Italian into
- English and French
- Helping foreign and/or Erasmus students in finding an accommodation in Florence and in Siena

Titicasa, *Associazione Affitto Flessibile*, Bari

Translation, interpreting, marketing

Dates

Job

Main activities

25-26/03/12

Tourist Guide

Apprenticeship as tourist guide in the museum

Museo San Gimignano 1300, San Gimignano

Tourism

Dates

Job

From June to September 2006

Working in Pro Loco – Information Centre

Main activities	<ul style="list-style-type: none"> • Hotel and restaurant booking • Tourist information • Promotion of the city and related events 					
	Pro Loco Colle Val d'Elsa					
Employer's name and locality	Tourism					
Sector						
Other activities	<p>2009</p> <p>Finalist in "Scrivere di Cinema" ("Writing about cinema"), International Contest of Movies Reviews - Alberto Farassino Award</p>					
Education						
Dates	16/11/16-21/03/17					
Covered subjects or acquired skills	<p>Web Marketing Seminary</p> <ul style="list-style-type: none"> • Web Marketing Basics for companies • SEO & Local SEO • Social Media • Pay per Click, keyword advertising • E-mail Marketing 					
Organization	Cybermarket, Barberino Val d'Elsa					
Qualification	First Level Degree in Modern Languages - 110					
Covered subjects or acquired skills	<ul style="list-style-type: none"> • Foreign Languages (German and Russian), translation and related literature • Spanish and Portuguese's grounding • Computer and Internet • Art history • Contemporary history 					
Organization	Università degli studi di Siena					
Dates	2004-2009					
Qualification	High school diploma in Languages					
Covered subjects or acquired skills	<ul style="list-style-type: none"> • Foreign languages • Law • Physics • Art history 					
Organization	Liceo San Giovanni Bosco, Colle Val d'Elsa					
Personal skills						
Mother tongue	Italian					
Other Languages						
Self-evaluation						
European level (*)		Understanding		Speaking		Writing
English		Listening	Reading	Spoken interaction	Spoken production	
German		C1	C1	C1	C1	C1
French		C1	C1	C1	C1	C2
Russian		C1	C1	C1	C1	C1
Spanish		B1	B1	B1	B1	B1
		B1	B1	B1	B1	B1
	* European language levels					

<i>Communication skills</i>	I have often worked independently, but I have also a good capacity - and I'm willing - to work in a team: I can integrate very well in a new working environment. Moreover, thanks to many jobs in contact with people, I've refined my social skills getting more and more spontaneous.
<i>Organizational skills</i>	Working as an interpreter and secretary I've developed excellent organizational skills, a necessary quality, together with precision, to organize appointments, to plan business trips in Italy and abroad and to keep in touch with clients. Such organizational skills are also needed to meet customer's deadlines when I work on translations.
<i>Computer skills</i>	I like working with the computer and know both Windows and various Linux operating systems. Besides some software I know and use regularly (Microsoft Office, Open Office), I also learn quickly to work with new software, as happened with commercial programs like Gamma or Invoicex, with which I have prepared pro forma invoices, shipping documents and others. For my translations I usually use SDL Trados Studio 2014. I work every day with Facebook and LinkedIn. I have a basic SEO knowledge and can perform some simple keyword researches.
<i>Artistic skills</i>	I have many hobbies, play sport, especially running (half marathons), gym and bike. I'm also interested in cooking, music and movies. I think there's no limit on what we can learn.
<i>Other skills</i>	My education and my jobs have brought me to develop a natural inclination for the writing, mainly of press articles or reviews – even in the foreign languages: I translated contracts, emails, catalogues, online listings, product sheets, etc... But what distinguishes me it's the unendless energy and the desire to learn!
<i>Driving license</i>	B (car owner)

Signature

I authorize the use of my personal data according to the Italian legislative decree n.196 of 30th June 2003, "Codice in materia di protezione dei dati personali".

