

PERSONAL INFORMATIONS

Mauro Boccanera



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Sex Male | Date of birth 02/03/1978 | Nationality Italian

POSITION/OCCUPATION

I am the right candidate as an administrative professional who can handle a wide range of information and tasks. For the competence, experience and passion gained over the years as a freelance translator and administrative assistant, I have the experience, motivation and passion for a wide range of sectors. Responsibility, a sense of duty and the prestige of working for an important institution is a constant drive to achieve perfection through hard work. Being completely bilingual (Italian/English) gives the great advantage of shortening times, being more effective and starting from a privileged position to make the student/client feel comfortable.

QUALIFICATION

I have obtained Classical high school diploma, now graduating in Law. Classical studies that have allowed me to have a solid base of linguistic dynamics and that, together with a continuous enrichment from self-taught, have made me an updated translator, teacher and philologist.

PERSONAL STATEMENT

Translator and freelance interpreter Italian-English. I have a working experience gained first of all in the Interpreting and translating services. Experience also gained in the areas of information technology and public relations, which has allowed me to acquire a fair amount of knowledge in the sectors. Wide range of experiences abroad and in Italy: sales department, management, web marketing, teaching and methodology research. Flexibility, punctuality and mediation skills are qualities that have always been appreciated by my superiors and colleagues.

Founder and head of an English/Italian Translation and Interpreting Agency since 2002.

As a proficient in English/Italian and being passionate about Literature and Composition, I soon began to focus my professional skills on studying my two languages. After working for a translation agency and collaborating in the Anglo-Saxon language industry compared to Italian language with an international study group, I became a freelance translator and interpreter, and I founded the company I-mog with which I have successfully tested all kinds of technical translations, especially in the medical/scientific sector, but also in engineering and legal fields, being also an import/export linguistic contact for some partner companies. More than twenty years of experience in the field of Italian>English localizations and vice versa have not prevented me from practising also as a private English/Italian teacher for academics and professionals. Enrolled in the Manpower S. r. l. Register of Suppliers as an English/Italian teacher for corporate language courses. The success of the English courses in Colgate/Palmolive S. r. l., Elexos S. p. A. and Rheinmetall Italia S. p. A. and many more has proved the above-mentioned professionalism and confirmed the achievement of the objectives set in the given timeframes and the absolute effectiveness of the method. Supplier of English courses for ABC Language Consulting S. r. l. Terminology scholar.

PROFESSIONAL
EXPERIENCE

- 1998-1999 **Translator and Interpreter**
Translation Agency "Translated Global" - Miami (FL) USA
- Translations, Interpreting, Localizations.
- Translation and Interpreting services (English/Italian)
- 2000-2001 **IT Employee**
Pool System s.r.l. - Rome - Italy
- I have carried out a census of the hardware stock of BNL Banca Nazionale Del Lavoro, taking personal care in the acquisition of the brand/model and personnel numbers. I was then elevated to a higher qualification in the following year.
- Information technology employee for Agencies
- 2001-2002 **IT Employee**
Getronics s.r.l. at B.N.L. Banca Nazionale del Lavoro - Rome - Italy
- I collaborated with Getronics/Olivetti on a large project of inventory of the hardware stock of BNL (personal computers, monitors, printers, modems etc.), in the analysis of shrink data and their correction and normalization by contacting the various agencies and directorates in the territory, also taking care of external relations with BNL staff and researching methods of organising work in this respect.
 - Operational support to project managers.
- Office redevelopment and hardware and software managing for Enterprises
- 2003 **Employee**
Master Control Program s.r.l. - Rome - Italy
- Employee in a franchise of IT products and services. Localisation tasks and foreign relations.
- Retail sector – Exporting duties
- 2004/2005 **Employee**
Torrefazione Olimpica s.r.l. - Rieti - Italy
- Assistant - Export Office Directorate
- Employee for retail and export department
- 2001-2017 **Tutor**
Freelance
- Teacher of English and Italian Language and Literature
- Settore lingue e tutoring
- 2007-2015 **Partner Manager**
Walt Marc Commercial Equipment Orlando (FL) USA
- Main tasks and responsibilities. Linguistic contact and Import-Export - Management - Sales - Help desk
- Commercial company – Import/Export

2009-2014 Partner Manager

Consolidated Trucks Equipment Orlando (FL) USA

- Project manager. Coordination of the project partners, in charge of supervising research activities and logistic development.

Commercial company – Import/Export

2011-2012 Employee

Ludatuning Snc - Rieti - Italy

- Foreign Relations Officer, Sales Officer, Help Desk

Foreign Relations - Sales - Help Desk

2002-2017 Translator and Interpreter

I-mog.com – www.i-mog.com

- Translator, interpreter and teacher of English and Italian Language and Literature for the company i-mog.com

Translation and interpreting

2017 Teacher for English language courses as Manpower provider

Manpower S.r.l.

- English Language and Literature Teacher - Business Courses – Company courses as an accredited service provider in official lists.

Teaching English

2017 Teacher for English language courses

Colgate Palmolive S.r.l.– (via Manpower)

- English Language and Literature Teacher - Business Courses

Teaching English

2017 Teacher for English language courses

Elxos S.p.A. - (via Manpower)

- English Language and Literature Teacher - Business Courses

Teaching English

2017 Teacher for English language courses as ABC Language Consulting provider

ABC Language Consulting S.r.l.

- English Language and Literature Teacher - Business Courses - Company courses as an accredited service provider.

Teaching English

2017 Teacher for English language courses

Rheinmetall Italia S.p.A. (via ABC Language Consulting)

- English Language and Literature Teacher - Business Courses

Teaching English

EDUCATION AND TRAINING

- 1997 **High school diploma (Grammar school)**
Liceo Classico M.T. Marrone High School, Rieti - Italy
- High school diploma (Classical studies-Grammar school), now graduating from Law school
- 1998 Internship in translation and interpretation at Translated Global – Miami - FL (USA)
- 2007 Screenwriting Class Workshop -Screenwriting Masterclass – Orlando – FL (USA)

PERSONAL SKILLS

Native languages Italian – English

Other languages

	COMPREHENSION		SPEAKING		WRITING
	Listening	Reading	Interaction	Speaking	
Spanish	A2	A1	A2	A1	A1

Levels: A1/A2: Beginner - B1/B2: Intermediate - C1/C2: Advanced
[Common European Framework of Reference for Languages](#)

Communicative competences ▪ Proven ability to adapt to multicultural environments, developed thanks to the work experience abroad.

Organisational competences ▪ Project management and extensive team management experience, developed through the aforementioned business activities. Coordination and mediation skills. Development of comparative linguistic methods.

Professional skills

- Years of experience as translator and interpreter.
- The translation and interpreting agency www.l-mog.com, for which I have been in charge for years, has distinguished itself for the professionalism and quality of its work.
- Knowledge of CAT tools, especially TRADOS STUDIO and MATECAT.
- Years of experience in teaching English and Italian Language, I have conducted various internships and language courses, both corporate and non-business.
- Having participated in major projects (in BNL and Consolidated) and having had an overview of organizational issues and teamwork (even for other jobs) allowed me to demonstrate a high spirit of initiative, determination in trying to achieve the goal and strong ability to organise the work.
- The experiences already mentioned in the USA have been extremely formative. I am professional, dedicated, reliable, always available and up to the task. I fit and relate to any kind of person for any type of operation. I am a problem-solver and diplomacy is my strongest.

Digital competence

SELF-ASSESSMENT

Information Processing	Communication	Creation of Contents	Safety	Problems Resolution
Intermediate	Advanced	Intermediate	Intermediate	Advanced

Levels: Beginner - Intermediate - Advanced
[Digital competence - Self-assessment diagram](#)

IT Knowledge

▪ Good knowledge of Windows operating systems (from '98 to new Windows 10), Office, Word, Excel, Powerpoint, Photoshop, Dreamweaver, and Dreamweaver Mx

Other works ▪ I am currently writing my first fiction book and a detailed English grammar.

Driver's licences Driver's license, motorcycle license and International driving permit.

ADDITIONAL INFORMATION

Presentations ▪ Completely bilingual.

Awards ▪ I had the opportunity to get to know and deal with vast working and organizational realities with high quality standards and that required a management of organisational situations in real time.

Projects ▪ Discharged from military obligations.

Personal data ▪ Married to an American citizen.

ATTACHMENTS

▪ Attachments