



PROFILE

Graduated in Publishing, Communication and Fashion with a second level Master, solid **editing and translation skills**. I follow the social world with interest, in particular **Instagram, Tik Tok and Youtube**. I am looking for an opportunity in companies that allow me to increase my skills and give my support to all publishing and communication activities.

FOREIGN LANGUAGES

Italian

Mother tongue

Spoken and written **English**
Excellent

Spoken and written **Spanish**
Discrete

SKILLS

Excellent **SEO writing** skills
Familiarity with the use of **CMS** such as **Wordpress**
Good command of **Adobe Photoshop and Premiere Pro**
Basic knowledge of **InDesign, Illustrator, HTML / CSS**
Mastery of the **MicrosoftOffice** package

CONTACTS

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BEATRICE TOSCANO

EXPERIENCE

Editor

laFeltrinelli - IBS.it

june 2021 - today

- Content creation for the website, writing of articles
- Proofreading
- CMS management
- Management of partnerships and relations with press offices
- Organization of interviews with the authors

Newsletter editor

IQM Selezione

april 2021 - may 2021

- Use of the MailUp platform

Translator and Proofreader

Il Leone Verde - publishing house

january 2021 - march 2021

- Translation into Italian from English of the book *The Montessori Baby* by Simone Davies and Junnifa Uzodike
- Proofreading of the book *I sapori del giovane Goethe* by Laura Melara-Dürbeck

Junior Editor and Proofreader

Il Leone Verde - publishing house

september 2020 - december 2020

- Drafting
- Proofreading
- Translation
- Layout
- Metadata control
- Updating of book data
- Secretariat
- Logistics

Content Editor

WeContent - content marketing and digital strateging agency

october 2018 - february 2019

- Writing articles
- SEO writing
- Drafting of editorial plans
- Content review

Junior Editor

Biblioteca Sormani di Milano

september 2018 - february 2019

- Revision of literary texts in view of their publication as e-books

Communication Assistant

Director Fabio Martina's studio

january 2017 - march 2017

- Communication and assistance activities

SOFT SKILLS

Teamwork
Empathy
Attention to details
Dedication
Creativity
Work ethic

Editorial secretary and production assistant

C.T.U. - Teaching and Learning Innovation and Multimedia Technology Centre

october 2016 - february 2017

- Secretarial duties and assistance with video pre and post-production

EDUCATION

Second level Master in Paper and Digital Publishing Profession

Catholic University of the Sacred Heart - Milan

january 2020 - june 2020

Relevant courses:

- Editing
- Proofreading
- Editorial and creative writing
- Marketing and communication
- Translation
- Press office
- Social media
- Layout

Master's degree in Publishing, Communication and Fashion: Publishing curriculum

University of Milan

september 2017 - march 2020

Thesis in English translation entitled "Metalupi, unicorns and First Knights - an analysis of the Italian translation of A Game of Thrones by George R.R. Martin"

110/110 with honors

Bachelor's degree in Humanities for Communication

University of Milan

september 2014 - december 2017

Thesis in Anglo-American literature entitled "The Correspondence of a Crisis - Scott and Zelda Fitzgerald (1930-1938)"

110/110 with honors

High school diploma in classical studies

Cesare Beccaria classical high school - Milan

september 2009 - june 2014

100/100

ACKNOWLEDGMENTS

Speaker

Cives Universi - International Center of Culture

november 27, 2018

Speech at the conference "F. Scott Fitzgerald - The presence in Europe of the American writer" organized by Cives Universi - International Center of Culture with a speech entitled "The European stay and the roots of the personal and marital crisis of the Fitzgeralds"

Winner of the XII edition of the Certamen Latinum

Ortezzano (FM) - Certamen in honor of Professor Giuseppe Carboni

march 14, 2014

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