

Language combination English into Italian

PROFILE

An MA Translation student with knowledge of SDL Trados Studio who has developed a strong interest in translating Medicine, Business and Advertising materials.

Previous experiences in Teaching Italian and in the Customer Service have contributed to the development of core skills such as communication, planning, time management, multitasking and problem-solving. I am now looking for a career as a qualified translator in a fast paced environment.

LANGUAGES

- Italian (native speaker)
- English and Spanish (fluent)
- French (basic)

KEY SKILLS AND COMPETENCIES

- **Clear and effective communication skills:** Both my studies and my work experiences abroad have helped me improve my communication skills and the ability to interact with people from different backgrounds and cultures.
- **Planning and time-management:** In my teaching role, I meticulously planned and adapted my daily lessons according to my students' needs, in order to ensure everyone made the best possible progress. This was satisfactorily attained.
- **Multitasking:** Studying and working at the same time have taught me how to deal with different tasks, coordinating and utilising my time efficiently. While working, I have ensured and managed to get excellent academic results, which I am proud of.
- **Problem solving:** Working in the customer service for many years has given me the opportunity to deal with complaints and issues and resolve them in effective ways.
- **Ability to work under pressure and in groups:** I have worked in busy and fast-paced environments for many years and this has equipped me with the ability to work well under pressure. I greatly enjoy working in a team and have often been selected or naturally fell into the leader's role.

EDUCATION

2017- In Progress

Master in Translation – London Metropolitan University. *Accredited by the Chartered Institute of Linguistics.*

- The course has allowed me to gain a strong understanding of the translation industry and has given me the possibility to translate texts belonging to different fields of specialisation such as Medicine, Law, Politics, IT and Advertising.
- Translation Software: **SDL Trados Studio** and **Memesource**- learning in progress
- PERSONAL DEVELOPMENT
 - *"The art of Freelancing"*
 - *"Website Design for Translators & Interpreters"*
 - *"Raising Standards. An Overview of Translation Services in Light of ISO 17 100"*
 - *"Employment Opportunities in Translation and Project Management"*
 - *"Women in Localization UK"*

2016

Teacher Training Course: Certificate in Teaching Italian as a foreign language- Italian Cultural Institute, UK.

- The course has strengthened my knowledge about the cultural differences between different languages, in particular in regards to English and Italian, and how the culture plays an essential role in language learning.

2008-2013 **Bachelor's Degree in Foreign Languages and Literature (English and Spanish)** – Università degli Studi di Bergamo, Italy – Grade: 2.1

- Attending the BA in Foreign Languages has strengthened my ability to communicate effectively in multiple languages. Specifically, the module in Simultaneous Translation into English has strengthened my ability to recognise grammar differences between English and Italian.

WORK EXPERIENCE in the Teaching Industry

Jan 2017 to present Private Italian Teacher – London, UK

Oct 2016 to Dec 2016 Italian Teacher- Italian Cultural Institute, UK

- Intense course where I have learned new methods of teaching Italian as a foreign language
Key Achievement: Certificate in Teaching Italian as a Foreign Language.

Jan 2015 to Feb 2015 Italian Teacher Assistant- Happy Languages, UK

- Assisting an Italian teacher of an Elementary Level (A1-A2) class
Key Achievement: I got familiar with the methods used to teach Italian as a foreign language.

Apr 2013 to Jun 2013 English Teacher - Global Form, Lecco, Italy (www.globalformsrl.it)

- Responsible for planning and engaging daily English lessons for 15 students (18 to 50 years old)
Key Achievement: I successfully introduced new learning and innovative activities, such as group activities, that helped increase students' attention towards foreign languages and that allowed them to complete the course and pass their exam.

Sept 2006 to Oct 2013 Private English and Italian Teacher – Lecco, Italy

- Planning and teaching English lessons for young students (14 to 19 years old)
Key Achievements: Students successfully passed final exams with better academic results. Delivering private lessons while studying at university has improved my time management skills and helped me to optimise my time, to plan and meet all deadlines.

WORK EXPERIENCES in the Customer sector (Mitsubishi Corporation, Admiral and Odgers Berntson)
From Feb 2017 to Present

- Administrative duties and ability to talk to difficult clients
Key Achievements: Working in a corporate environment has given me the possibility to develop my negotiation skills, to strengthen my ability to work well under pressure and to understand clients' requirements related to the business.

PERSONAL INTERESTS

I am very passionate about foreign languages and their cultures. I like reading books in Spanish and English. I also run every week for about 10 km, it helps me release the tension accumulated during the week, clear my mind and feel refreshed for the days ahead.

References available upon request