


PERSONAL INFORMATION

Silvia Marcone

 Via Fiume Giallo 255, 00144 Rome (Italy)

 +39 3398705455  +39 065202116

 silvia.marcone11@gmail.com

Sex Female | Date of birth 29 February 1988

WORK EXPERIENCE

Apr 11 – Present

Freelance translator

MELT traduzioni, Rome (Italy)

Translation (JPN>IT and ENG>IT) of technical texts of various kind, newspaper articles, and touristic leaflets.

I learnt to deal with very short deadlines and to use the main CAT tools, like Trados Studio 2007.

18 Apr 13

Data entry operator

C.H.S. servizi informatici sas - Largo Piero Bargellini, 37, Rome (Italy)

Online data entry

Mar 08 – Feb 12

Tutor and private lessons

Privates, Rome (Italy)

Private lessons and tutoring in Languages and Humanities (Italian, English, Ancient Latin, history, Ancient Greek, literature) for junior high and high school students

Feb 12

Hostess during international sporting event

Comitato trofeo Città di Roma - Men and Women's Epée World Cup, Rome (Italy)

Assistance and ushering of international athletes, interpreter, treasury

20 Feb 09 – 24 Feb 09

Hostess during international sporting event

Comitato Trofeo Città di Roma - Women's Epée World Cup, Rome (Italy)

Assistance and ushering of international athletes, aiuto nell'organizzazione dell'evento, public relations, interpreter, participation in the organization of the event

EDUCATION AND TRAINING

20 Mar 13

Master's Degree in Oriental Studies

"La Sapienza" University of Rome Piazzale Aldo Moro 5 IT-00185, Rome (Italy)

Result: 110/110 cum laude

Language: Japanese; English

Main Subjects: International Relations and History, Philology, Literature, Japan History, Contemporary Art of Asia

ECDL (European Computer Driving Licence) Certification

ECDL Certificate, Istituto Galileo Galilei, Viale Manzoni 34 A IT-00185, Rome (Italy)

Knowledge of IT and computer usage, Internet Explorer and common applications, like Access, Office Package, etc

2 Aug 10 – 30 Sep 10

Japanese Language Course

TOP-A 21st Century Language School, Tokyo (Japan)

I attended a two month course of Intermediate and Advanced Japanese. During the first month I experienced true Tokyo life, living with a Japanese family, improving my Japanese skills every day.

7 Jul 10 Bachelor's Degree in Oriental Studies

Università di Studi di Roma "La Sapienza", Piazzale Aldo Moro 5 IT-00185, Rome (Italy)

result: 110/110 cum laude

Languages: Japanese; English; Chinese;

Main subjects: Linguistics, Literature, Japan History; Philology, Asian Art and Archeology, English, Yamatology

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	C1
Japanese	B2	B2	B1	B1	B1
French	A2	A2	A2	A2	A2
DELF A1-A2, A3-A4					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills Easily adapt to different working environments and strong collaborative working skills.
 Good communicative skills in multicultural context improved thanks to my experience as hostess in international sporting events and during stay abroad and home stay.
 Excellent command of Italian and expert in diction thanks to a two years dubbing course

Organisational / managerial skills Good organizational and logistic skills, can easily plan ahead and good management of own work.
 Flexibility, spirit of initiative and punctuality.

Computer skills Excellent use of Microsoft Applications, Office Package (Word, Excel, Access, Power Point), and CAT tools, such as SDL Trados Studio 2007.
 Excellent use of internet research tools.

Driving licence A1, B