**Ana Claudia Rizzuto**

Italian/ Brazilian ,46 years old

Email: anaclaudiarizzuto@gmail.com

Phone number: +39 379 184 0504

**Education:**

Portuguese Language and Literature Degree

**USP - Universidade de São Paulo** – from 1999 to 2004

**Languages:**

Italian – Native

English – Fluent

Portuguese – Native

Spanish – Fluent

**Work Experience:**

**Conyac**

Translator – from April 2022 to present

Translation Project from English to Italian

**Appen 9**

Transcriptionist – from August 2021 to December 2021

Transcription Project Italian Language

**Lionbridge**

Social Media Ads Evaluator – from December 2019 to December 2020

Project consisted of rating ads relevance and usefulness, among other aspects

**Appen Connect**

Freelance Consultant – from July 2018 to November 2018

Project consisted of improving quality of the articles published in a Social Media

**Arabic Translation Agency**

Freelance Translator – Tetra Pak HR Translation Project – November 2017

**Baku Translation Agency**

Freelance Translator – How to Shop Online Translation Project – October 2017

**Leapforce at Home**

Independent Agent – from March 2017 to March 2018

Social Media Ads Evaluator – Project consisted of rating ads relevance and usefulness, among other aspects.

**Lionbridge**

Pronunciation Validation Project – from January 2017 to May 2017

Project consisted of listening to audio samples in my native language and rating pronunciations to be good or bad, or comparing different pronunciations whether they were the same or different

**Mattos Filho Advogados** – São Paulo/ Brazil

Bilingual Secretary – from December 2012 to February 2016

Assist lawyers with data entry services, files, booking flights and hotels, booking meeting rooms, phone calls, payments, legal and general translations

**Emirates Airlines** – Dubai/ UAE

Cabin Crew – from September 2006 to December 2010

Assist first class passengers during flights with on board services and entertainment. Give first Aid when needed and demonstrate safety procedures. Help portuguese and italian speakers translating safety manual, menus and landing forms

**Vasp Brazilian Airlines** – São Paulo/ Brazil

Cabin Crew – from August 2001 to February 2005

Assist passengers on domestic flights with meal services, first aid and emergency procedures demonstration