

GRETA ROSSI

Nationality: Italian

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EDUCATION

**10.2010 - 06.2011 Certificate Graduate Diploma in Arts Management
Birkbeck University, University of London, United Kingdom**

Modules studies:

- Arts Management and Policy in Context;
- Understanding Audiences: Engagement, Education and Development;
- Creative Practice: Developing Visual and Performing Arts Projects.

**09.2009 - 09.2012 MA Theory and Practice of Translation
School of Oriental and African Studies, University of London, United Kingdom**

Modules Studies:

- Practical Translation- English to Japanese;
- Translation Theory;
- Syntactic Structure of Japanese I- II;
- Practical Translation- Japanese to English.

Skills Gained so far:

- Deep understanding of the translation process and its implications in terms of cross cultural communication act and losses and gains.
- Very strong theoretical background.
- Excellent writing skills and good capability of developing case studies, achieved by working on academic papers and presentation.
- Good analytical and critical skills.

**09.2005 - 11.2008 BA in Oriental Languages and Cultures
Cà Foscari University, Venice, Italy**

Modules Studies:

- Japanese Language and Culture
- Japanese art and literature (till recent times)
- Japanese History, Religion and Philosophy

Skills Gained:

- A strong knowledge of Japanese language culture and history.
- A deeper and wider comprehension of the most challenging issues that animate modern Japan.
- Good analytical and critical skills.

GPA: 106/110

EMPLOYMENT

**02.2011- ongoing Waitress/Chef
Abeno Okonomiyaki Restaurant
Japanese Restaurant, Great Newport Street WC2H 7JE,
Museum Street 47, WC1A LY, London United Kingdom**

Duties:

- Coordinating other staff member's work.
- Customer Service as waitress and hall chef.
- Daily care of the structure

Skills Gained:

- Excellent customer service.
- Excellent communication and interpersonal skills.
- Acquisition of cooking skills at a professional level.

07.2012 – 09.2012

**Administrative Volunteer at
Spare Tyre Theatre Company, London**

Duties:

- Dealing with the administrative tasks of the company.
- Making researches for tours' organisation.
- Taking care of the company's correspondence.

Skills Gained:

- Excellent organisational skills.
- Excellent time management skills
- Excellent communication and interpersonal skills.

06.2009 - 07.2009

**Residence Administrator
Centro Sperimentale di Arte Contemporanea, Ameglia (SP), Italy**

Duties:

- Administration of the structure.
- Reception and waitress service.
- Taking care of the customers and fulfilling their requests.

Skills Gained:

- Excellent organisational skills, ability to multitask and work in team.
- Excellent communication and interpersonal skills.
- Excellent time management skills.
- Excellent leadership and coordinating skills.

ADDITIONAL WORK EXPERIENCE

02.2010 – 06.2010

**Translator
Global Voices Website**

Duties:

- Translation of articles from English to Italian.

Skills Gained:

- Good use of HTML in creating contents online.

TECHNICAL SKILLS

- Good working knowledge of software packages, this includes familiarity with all Ms Office packages and Mac OS programmes.
- Good knowledge of written Japanese programmes.
- Good knowledge of HTML achieved by working as a translator for a website.
- Good knowledge of Photo Shop.

LANGUAGES

- Italian: mother tongue.
- Fluent level of written and spoken English.
- Advanced level of written and spoken Japanese.