

## CURRICULUM VITAE

### PERSONAL INFORMATION:

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**Name and Surname:** Silvia Anna Alabardi

**Nationality:** Italian

**Date of Birth:** September 26, 1990

**Education:** Language Mediation and Intercultural Communication; Languages and Cultures for International Communication and Cooperation.

**E-mail:** [silvia.alabardi@gmail.com](mailto:silvia.alabardi@gmail.com)

### OBJECTIVE:

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To pursue a career as a translator and reviewer (EN > IT , FR > IT , ES >< IT) or obtain a position in an international organization where I can apply my linguistic and intercultural skills.

### PROFESSIONAL SUMMARY:

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My work experience is related to the education, translation and editing fields.

Responsible, honest and determinate, I have good interpersonal and organizational skills. I can work under pressure, independently or in a team, and I commit to tasks with a detail-oriented approach.

### EDUCATION:

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UNIVERSITÀ DEGLI STUDI DI MILANO, Master's Degree in Languages and Cultures for International Communication and Cooperation (September 2012 – July 2014)

Final grade: 110/110 cum laude

Thesis: The wounds of the Spanish Civil War: Memory and Oblivion through History and Literature (written in Spanish).

UNIVERSITÀ DEGLI STUDI DI MILANO, Bachelor's Degree in Language Mediation and Intercultural Communication (September 2009 – July 2012)

Final grade: 110/110 cum laude

Thesis: Sri Lanka and the United Kingdom: the recent Geographies of the Diaspora (written in Italian).

### LINGUISTIC AND PRACTICAL SKILLS:

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Language	Level
ITALIAN	NATIVE
SPANISH	C2+
ENGLISH	C2
FRENCH	C1
GERMAN	B2
PORTUGUESE	A2

### Areas of expertise:

Marketing, ICT, Gastronomy, Literature, Tourism, Arts and Culture, Business, Education, Websites.

### CAT tools:

Smartling, Memsource, MemoQ.

### Computer skills:

Operating systems Windows and Mac, Excel, Word, Paint, Outlook, PowerPoint, Wordpress, Moodle, Webmail, Youtube, shared documents and folders, social networks, photoshop.

## WORK EXPERIENCE:

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EASYTRANSLATE, Freelance Transcreator (July 2018 - September 2018)

Transcreation project for a website building company.

- Translation, localization and review of web content (English > Italian).

CENTAURO RENT A CAR (Italy), Car Rental Agent (February 2018 - July 2018)

Customer care, front-office and back-office tasks.

- Reception of national and international clients.
- Data entry, invoices and rental agreements.

BEKUDO, Freelance Translator (February 2018 - April 2018)

Translation project for an IT company (English > Italian).

MYTRANSLATION, Freelance Translator (December 2017 - present)

Generic and technical translations (Spanish, English, French > Italian).

CREATIVE TRANSLATION, Freelance Translator and Proofreader (November 2017)

Translation and proofreading project for a voice assistant software (English > Italian).

EBC, Escuela Bancaria y Comercial (Mexico), English Teacher (February 2017- June 2017)

Business English course for university students.

IMCI LANGUAGES (Mexico), Language teacher, translator, interpreter (September 2016 – June 2017)

Classes of Italian, English, German, French and Spanish to adults and young students.

Translation of documents (Spanish > Italian).

Simultaneous Interpreting (Italian > Spanish > Italian , Spanish > German).

UNIVERSIDAD MARISTA, CEMADI (Mexico), English Teacher (September 2016 – December 2016)

Intensive English course for the certification of the second language.

STUDIO INGEGNERIA INFORMATICA ING. MOCCIOLA-MONTOMOLI, Web Editor (May 2016 - December 2017)

Drafting and editing of articles on economic, wellness and green topics.

- Management of multimedia content.
- Implementation of SEO strategies.

NUESTROS PEQUEÑOS HERMANOS; THE ROSETTA FOUNDATION, Freelance Translator (April 2016 – August 2016)

Translation and review of texts on behalf of non-profit organizations (English > Spanish , Spanish > English , English > Italian).

ISTITUTO TECNICO ITALIANO GARIBALDI (Italy), Spanish teacher (October 2015 – February 2016)

Spanish language, culture and literature classes to high-school students.

SCUOLA MARIA AUSILIATRICE (Italy), Spanish Teacher (April 2015 – June 2015)

Spanish language, culture and literature classes to high-school and middle-school students

- Specific classes and exams for students affected by dyslexia.

STUDIO TRADUZIONI MAZZUCCO (Italy), Freelance Translator (July 2014 – January 2015)

Translation of commercial texts (Spanish > Italian , Italian > Spanish).

UNIVERSITÀ DEGLI STUDI DI MILANO (Italy), Translation Intern (November 2012 – May 2013)

Translation project for the Expo Milan Event 2015

- Creation of terminological glossaries on food and gastronomy.
- Translation of the manual of a software (English > Italian).

PRIVATE, Language Teacher (July 2011 – May 2016)

Private classes of Italian, English, Spanish, French and German to adults and students.