

CASSANDRA MIRITI

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Nationality: Italian



Professional experience

2020 - 2022

FREELANCE TRANSLATOR

Active TranslationRomania

Translations from English to Italian for tourism, news and current affairs, well-being and health, art.

2017 - 2019

ASSISTANT MANAGER

ARCHANET SrlNepi - Rome

Organization and archiving of practices and documents of national bodies

Management and archiving of correspondence,

Data entry, customer recall, digital archiving, file preparation and scanning

2013 - 2015

RECEPTIONIST AND DATA ENTRY

FM GROUP PARIOLIRome

Customer support

Correspondence management and filing.

Business travel organization.

Receptionist, archiving and data entry

2015 - 2016

TRANSLATOR AND WEB CONTENT

Operation ExcellentNew Delhi

English/Italian, French/Italian, Spanish/English translations for media, streaming services, entertainment.

2010 - 2012

CUSTOMER SERVICE INBOUND

EurocallMisterbianco (CT)

Inbound telephone operator.

User guide in choosing services and products suitable for specific needs. Technical

helpline customer support.

OTHER LOCATIONS

In the previously unmentioned years, I have covered other positions not related to the profile you requested.

Education and training

2007

Technical Diploma in Tourism

P. BranchinaAdrano (CT)

2020

Herbal medicine and phytotherapy

University A.ME.TRATurin

Skills

Microsoft Office

Communication (using email and other tools to send digital messages)

Digital information processing

Content creation

Fast Typewriting

Social media management

Virtual communication

digital problem solving

Use of digital tools

Digital team working

Advertising and marketing

Milan, 22 February 2023

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned in the center of the page.