|  |  |  |
| --- | --- | --- |
| **Curriculum vitae** |  |  |

|  |
| --- |
| **Personal information** |

|  |  |  |
| --- | --- | --- |
| First name / Surname  |  | **Cinzia Casagrande** |
| Date of birth |  | 08 April 1984 |
| Nationality |  | Italian |  |
| Gender |  | F |
| Address |  | Via dell’Amicizia n. 45, 38068, Rovereto (TN), Italy |
| Telephone |  | +39 3914883206 |
| E-mail |  | casagrande.cinzia@gmail.com |

|  |  |  |
| --- | --- | --- |
| **Occupational field** |  | **Teacher, translator and tour leader** |

**Work experience**

|  |  |  |
| --- | --- | --- |
| Date |  | February 2018 - present |
| Occupation or position held |  | **English > Italian Translator** |
| Main activities and responsibilities |  | Translations, editing and proofreading (scientific manuals, instructions and websites) |
| Name and address of employer |  | EPIC Translations |
| Type of business or sector |  | Translations |

|  |  |  |
| --- | --- | --- |
| Date |  | May 2018 |
| Occupation or position held |  | **English > Italian Translator** |
| Main activities and responsibilities |  | Translation of a scientific article **Core Stability: Implications for Dance Injuries** *(Jatin P. Ambegaonkar, PhD, ATC, Ashley M. Rickman, MS, and Nelson Cortes, PhD)* |
| Name and address of employer |  | Private client |
| Type of business or sector |  | Translations |

|  |  |  |
| --- | --- | --- |
| Date |  | 03 March 2018 - 30 June 2018 |
| Occupation or position held |  | **Cambridge English Speaking Examiner** |
| Main activities and responsibilities |  | English Speaking Examiner for KET and PET |
| Name and address of employer |  | CLM Bell, Via Pozzo, Trento (TN) |
| Type of business or sector |  | Education |

|  |  |  |
| --- | --- | --- |
| Date |  | 11 October 2017 |
| Occupation or position held |  | **Tourist guide** |
| Main activities and responsibilities |  | Tourist guide for a group of the CRI (Italian Red Cross) from Mongolia in English |
| Name and address of employer |  | CRI, sede di Trento |
| Type of business or sector |  | Tourism |

|  |  |  |
| --- | --- | --- |
| Dates |  | January 2015 - present |
| Occupation or position held |  | Business English **Teacher** |
| Main activities and responsibilities |  | English Teacher for Business English Courses of beginners, intermediate and advanced students at ZF Arco (TN), Italy |
| Name and address of employer |  | Dream Srl, Via Giovanni Prati, 23, 38079 Tione (TN) |
| Type of business or sector |  | Education |

|  |  |  |
| --- | --- | --- |
| Dates |  | September 2011 – present |
| Occupation or position held |  | **Teacher** |
| Main activities and responsibilities |  | English Teacher |
| Name and address of employer |  | Opera Armida Barelli (Professional High School for healthcare professionals, hairdressers, beauticians), Via Setaioli, 5, 38068 Rovereto - Italy |
| Type of business or sector |  | Education |

|  |  |  |
| --- | --- | --- |
| Date |  | June - July 2015 |
| Occupation or position held |  | **Italian > Spanish Translator and English > Russian Translator** |
| Main activities and responsibilities |  | Translation Touch Panel VIVO (IT>ES) and translation of Touch Panel Golden Drop Kazan EN >RU |
| Name and address of employer |  | Domofox SRL, Rovereto (TN), Italy |
| Type of business or sector |  | Domotics |

|  |  |  |
| --- | --- | --- |
| Date |  | December 2014 |
| Occupation or position held |  | **English > Italian Translator** |
| Main activities and responsibilities |  | Technical translation of *Pedestrian doorsets, industrial, commercial, garage doors and openable windows — Product standard, performance characteristics* |
| Name and address of employer |  | UCCT Trento, Italy |
| Type of business or sector |  | Business |

|  |  |  |
| --- | --- | --- |
| Date |  | August 2009 |
| Occupation or position held |  | **English > Italian Translator** |
| Main activities and responsibilities |  | Translation and revision of materials for tourist office website  |
| Name and address of employer |  | Tourist Office, Croatia |
| Type of business or sector |  | Tourism |

|  |  |  |
| --- | --- | --- |
| Dates |  | September 2013 - February 2014 and December 2014 - February 2015 |
| Occupation or position held |  | **Business English Teacher** |
| Main activities and responsibilities |  | English Teacher for a Business English Course at Luxottica Company, Rovereto (TN), Italy |
| Name and address of employer |  | ELT Studio Via Fra’ Giocondo, 30, 31100 Treviso (TV) Formazione |
| Type of business or sector |  | Education |

|  |  |  |
| --- | --- | --- |
| Date |  | August 2009 |
| Occupation or position held |  | **English > Italian Translator** |
| Main activities and responsibilities |  | translation of scientific materials (APHIS) and OS-5020G Analog Oscilloscope Operation Manual |
| Name and address of employer |  | Translator office *Maddalena Costa*, Pergine Valsugana (TN), Italy |
| Type of business or sector |  | Translations |

|  |  |  |
| --- | --- | --- |
| Dates |  | July 2008 - August 2008 |
| Occupation or position held |  | **Employee** (internship) |
|  Main activities and responsibilities |  | Update of tourist guides about London in English, Spanish and Italian (28 guides in total), analyzing the area of London Bankside |
| Name and type of employer  |  | Better Bankside (Local District Improvement), Great Guildford Street, London SE1 0FD - England |
| Type of business or sector |  | Tourism |

**Education and training**

|  |  |  |
| --- | --- | --- |
| Dates |  | February 2018 |
| Title of qualification awarded |  | **Cambridge English Speaking Examiner for KET and PET exams** |
| Name and type of organisation  |  | CLM Bell, Via Pozzo, Trento (TN) |

|  |  |  |
| --- | --- | --- |
| Dates |  | 08 July - 02 August 2013 |
| Title of qualification awarded |  | **CELTA (pass B)** |
| Name and type of organisation  |  | IH London16 Stukeley St, London WC2B 5LQ, United Kingdom |

|  |  |  |
| --- | --- | --- |
| Dates |  | 10 November 2009 |
| Title of qualification awarded |  | **Tour leader** for Italy and abroad, on the register of Tour Leader in the Province of Trento from 11th January 2010 |
| Principal subjects/ occupational skills covered |  | Specialised in tourist geography, accommodation and use of languages: English, Spanish and Italian |
| Name and type of organisation  |  | Ufficio delle Professioni Turistiche, Via Romagnosi, 9, 38100 Trento, Italy |
| Dates |  | 18 December 2008 |
| Title of qualification awarded |  | **Master's Degree in *Foreign Languages for Business, International Communication and Tourism***. Specialised languages: English and Spanish.Dissertation “El turismo cultural en Cataluña”, version both in Italian and Spanish, (107/110) |
| Principal subjects/ occupational skills covered |  | Subjects covering English and Spanish language and culture, economics, arts and history. |
| Name and type of organisation |  | Università degli Studi di Trento |
| Dates |  | January 2007 - July 2007 |
| Title of qualification awarded |  | **Erasmus student** |
| Principal subjects/ occupational skills covered |  | Subjects covering English and Spanish, philology, history, linguistics and religion |
| Name and type of organisation  |  | Universidad de Sevilla, Facoltà di Filologia, Spain |
| Dates |  | 11 October 2006 |
| Title of qualification awarded |  | **Bachelor's Degree in *Foreign Languages for Business and Tourism****.* Specialised languages: English and Spanish.Dissertation “El turismo cultural en Cataluña”, version both in Italian and Spanish, (107/110) |
| Principal subjects/ occupational skills covered |  | Subjects covering English and Spanish language and culture, economics, law, literature, geography and linguistics. |
| Name and type of organisation  |  | Università degli Studi di Trento |
| **Personal skills and competences** |
| Mother tongue(s) |  | **Italian** |
| Other language(s) |  | Self-assessment (*Common European Framework of Reference for Languages*) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Understanding** | **Speaking** | **Writing** |
|  | Listening | Reading | Spoken Interaction | Spoken Production |  |
| ENGLISH | C2 | Proficient Speaker | C2 | Proficient Speaker | C2 | Proficient Speaker | C2 | Proficient Speaker | C2 | Proficient Speaker |
| SPANISH | C2 | Proficient Speaker | C2 | Proficient Speaker | C2 | Proficient Speaker | C2 | Proficient Speaker | C2 | Proficient Speaker |
| RUSSIAN | B1 | Independent Speaker | B1 | Independent Speaker | B1 | Independent Speaker | B1 | Independent Speaker | B1 | Independent Speaker |
| GERMAN | B1 | Independent Speaker | B1 | Independent Speaker | B1 | Independent Speaker | B1 | Independent Speaker | B1 | Independent Speaker |
| Other skills and competences |  | Black belt of aiki-jujitsu (December 2006) and 1° Dan of Karate Wadoryu (December 2005) by Aikibudo School in Pergine Valsugana3° degree in clarinet by Conservatory Bomporti in Trento, June 20065° degree Ballet and Modern dancing (June 2005)- Danzamania Pergine Valsugana, Italy (Royal Academy of Dancing examination)Singing classes in CDM - Music School in Rovereto (TN), Italy Competitive sports: boat racing, athletics, martial arts and volleyball. |
| Social skills and competences |  | During my work experiences I have created and preserved good relations with the colleagues, I have shown adequate skills for public relations and an appropriate way towards clients. Moreover, I have developed calm and patience to deal with different problems and situations. |
| Computer skills and competences |  | ECDL (European Computer Driving Licence) year 2006.Good knowledge of Mac OS System |
| Driving licence |  | Category B |

Cinzia Casagrande