



PERSONAL INFORMATION **Fabrizia Vassallo**



 Via Copernico, 51, 20125 Milano (Italy)
 (+39) 02 6698.4862 (+39) 335 8013159

JOB APPLIED FOR **Translator and Interpreter - language teacher**

WORK EXPERIENCE

- 01/10/1987–to date **Interpreter and translator**
 Prontomondo srl, Milan (Italy)
 - Written translations from and into English and French of technical, commercial, advertising, and legal texts as well as websites.
 - Interpreting from and into English and French for business negotiations, support to foreign delegations, international exhibitions, telephone conversations.
 - Teacher of French and English to young students and adults.
- 01/10/2018–30/05/2019 **French teacher**
 University of the Third Age - Milan, Milan (Italy)
 French teacher.
- 01/01/1983–31/12/1984 **Freelance interpreter for exhibitions**
 Ente Fiera Milano, Milan (Italy)
 - Interpreter for English and French for international exhibitions
- 01/01/1982–01/01/1983 **Task force interpreter**
 Europe Assistance, Milan (Italy)
 - Interpreter for English and French to assist and support foreign tourists in transit at Milan's airport.

EDUCATION AND TRAINING

- 01/01/1981–31/12/1985 **Diploma in conference interpreting (English)**
 Scuola Superiore per Interpreti e Traduttori (Institute for Interpreters and Translators), Milan (Italy)
 Acquisition of the necessary skills and techniques for the profession of simultaneous interpreter for the English language.
 Practice exercises both in the laboratory and during conferences and lectures.
 Special focus on mastering English terminology and specialized glossaries.
- 01/01/1981–31/12/1984 **Diploma in interpreting and translation (English and French)**
 Scuola Superiore per Interpreti e Traduttori (Institute for Interpreters and Translators), Milan

(Italy)

Acquisition of the necessary techniques and skills for the translation from and into English and French.
Special focus on the use and creation of specialized glossaries and term bases.

Acquisition of the necessary techniques and skills for interpreting from and into English and French.
Liaison and consecutive interpretation.

01/01/1981–31/12/1985 **Faculty of Modern Foreign Languages and Literatures**

University of Milan, Milan (Italy)

In-depth study of foreign cultures and literatures relating to the English and French languages. The humanistic approach of the course of study included the examination and analysis of the main literary works of Anglophone and Francophone culture in addition to the study of the English and French languages, mainly focusing on grammatical and lexical aspects.

01/01/1976–31/12/1981 **Scientific high school diploma**

Liceo Scientifico Madri Benedettine, Milan (Italy)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	Diploma di interprete-traduttore Diploma di interprete parlamentare				
French	C2	C2	C2	C2	C2
	Diploma di interprete-traduttore				
Spanish	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - excellent communication and interpersonal skills acquired during interpreting and teaching assignments for various clients.

Organizational / managerial skills - excellent organizational skills acquired during my experience as translator, interpreter and project manager at Prontomondo srl. The organization of work is crucial for the success of any translation or teaching project.
- excellent management skills of small teams developed mainly at Prontomondo srl

Job-related skills - excellent knowledge of English and French languages and specific terminologies acquired during my work at Prontomondo srl.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Independent user	Independent user

Digital skills - Self-assessment grid

- good knowledge of the Windows and Mac environment
- excellent knowledge of the Office package
- daily use of e-mail and Outlook
- good knowledge and daily professional use of the main social media Facebook, Instagram, LinkedIn
- good knowledge of the main CAT tools and daily use of Trados 2019.

Other skills - enrolled in the Register of Technical Consultants of the Court of Milan in the category of Expert-Translators for English and French languages since 1986 (registration no. 7218)

Driving license B

ADDITIONAL INFORMATION

Processing of personal data I authorize the processing of the personal data contained in my curriculum vitae in accordance with Article 13 of Legislative Decree 196/2003 and Article 13 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data.