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| EuropassCurriculum Vitae |  |
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| Personal information | **Freelance translator/proofreader GB>IT>GB, ES>IT** |
| First name(s) / Surname(s)  | Fanny De Monte  |
| Address | Via G.Negri 16I-31010 Maser (Treviso - Italy) |
| Telephone number | + 39 338 4501457 |
| E-mail(s) | fannydm83@gmail.com |
| Nationality | Italian  |
| Date and place of birth | 23 January 1983 – Valdobbiadene (Treviso – Italy) |
| Gender | Female  |
| VAT number | 04589920265 |
| **Language combinations** | GB>IT>GB, ES>IT |
| **Specialisation fields** | Technical texts: user’s and maintenance manuals, technical sheets, product briefs, catalogues and price lists, assembly instructions, etc (sectors: furniture, lighting, design, building, architecture, clothing, power generation, winemaking, cooking appliances, etc).Legal texts: contracts, agency agreements, proxies, certificates, privacy policies, etc. |
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| Work experience |  |
| Dates | January 2013 → present date |
|  | Freelance translator/proofreader/interpreter |
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| Dates | 10 September 2007 → 06 January 2013 |
| Occupation or position held | In-house translator / proofreader |
| Main activities and responsibilities | Translation and proofreading works (specialised in technical and legal texts for the GB<>IT and ES>IT combinations), management of translation projects, management of contacts with the translation agency clients. |
| Name and address of employer | Just!Venice |
| Address | I-30121 Venice (Italy) |
| Type of business or sector | Translation agency based in Venice and Treviso |
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| Dates | 20 June 2007 – 10 September 2007  |
| Occupation or position held | Secretary/assistant |
| Main activities and responsibilities | Contact with clients and first assessment of their demands; order and product delivery management; normal office activity (database management, administration tasks) |
| Name and address of employer | Gandin |
| Address |  I-32043 Cortina D'Ampezzo (Italy) |
| Type of business or sector | Advertising agency |
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| Dates | 20 September 2006 - 20 December 2006 |
| Occupation or position held | Support to event organization (Italian literature department) - internship |
| Main activities and responsibilities | Support to event organization and normal office activities; translation, reports and press releases about the events organized; contact with persons and schools interested in attending Italian courses  |
| Name and address of employer | Italian Cultural Institute  |
| Address | Park Avenue 68610001 New York (United States)  |
| Type of business or sector | Promotion of Italian culture  |
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| Dates | May 2006 – June 2006  |
| Occupation or position held | Internship |
| * Main activities and responsibilities
 | Assistant to sales staff; contact with foreign customers; entry of orders, translations. |
| Name and address of employer | Zuegg S.p.A. |
| Address | Via Francia 6 37135 Verona |
| Type of business or sector | Food sector |
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| Education and training |  |
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| Dates | 10 September 2002 - 21 July 2005  |
| Title of qualification awarded | Degree in translation and interpreting (BA) |
| Principal subjects / occupational skills covered | Study of foreign languages (English and Spanish, grammar, literature and culture), translation and interpreting methods and techniques, practice of translation and interpreting, in-depth study and analysis of historical, social and culture issues at international level |
| Name and type of organisation providing education and training | Ca' Foscari - University of Venice (University) |
| Address | Riviera Santa Margherita 76 – 31100 Treviso |
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| Dates | 20 February 2006 - 20 September 2006  |
| Title of qualification awarded | Postgraduate degree in languages for international trade |
| Principal subjects / occupational skills covered | Study of foreign languages (English and German), international marketing, accounting, international trade, business plan and balance sheet analysis and drawing, marketing techniques |
| Name and type of organisation providing education and training | University of Verona (University) |
| Address | Lungadige Porta Vittoria, 41, 37129 Verona (Italy) |
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| Dates | 20 September 2004 - 20 December 2004  |
| Title of qualification awarded | Erasmus programme |
| Principal subjects / occupational skills covered | Translation; Spanish for business and tourism; study of Spanish (grammar and culture) |
| Name and type of organisation providing education and training | Universidad de Zaragoza (University) |
| Address | C/ Pedro Cerbuna, 12, 50009 Zaragoza (Spain) |
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| Dates | 15/07/2001 - 04/08/2001  |
| Title of qualification awarded | Course attendance certificate |
| Principal subjects / occupational skills covered | English course for foreigners in Dublin |
|  |  |
| Dates | 19/07/2003 - 04/08/2003  |
| Title of qualification awarded | Course attendance certificate |
| Principal subjects / occupational skills covered | English course for foreigners in Dublin |
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| Personal skills and competences |  |
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| Mother tongue(s) | Italian |
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| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| English |  | C2  | Proficient user  | C2  | Proficient user  | C2  | Proficient user  | C2  | Proficient user  | C2  | Proficient user  |
| Spanish / Castilian |  | C2  | Proficient user  | C2  | Proficient user  | C2  | Proficient user  | C2  | Proficient user  | C2  | Proficient user  |
| German |  | A2 | Beginner | A2 | Beginner | A2 | Beginner | A2 | Beginner | A2 | Beginner |
|  | (\*) [Common European Framework of Reference (CEF) level](file:///C%3A%5Cd%3A%5Cootmpoffline1%5CECV-16440.odt%5C%3F%3F%3Fit%5Cpreview%5ClinkToGridTable%3F%3F%3F%5Cen)  |
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| Social skills and competences | - Team spirit- Ability to adapt to multicultural environments gained through my experience abroad (New York, University of Zaragoza)- Ability to adapt to any situation gained through my experience in the event organisation sector |
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| Organisational skills and competences | - Ability to organise and manage projects and complex tasks- Organisational spirit- Ability to work under pressure |
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| Technical skills and competences | - Thanks to the work carried out as a translator, in-depth knowledge of technical and legal text translation |
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| Computer skills and competences | Advanced knowledge of Microsoft office (Word, PowerPoint, Excel), Internet Explorer, Google Chrome, Firefox, AdobeCAT tools: Wordfast (Advanced – 5-year experience, online course on Proz.com)Basic knowledge: InDesign, PhotoshopInternet connection; ADSL |
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| Driving licence(s) | B  |

I give my consent to the processing of my personal data pursuant to applicable regulations.

Fanny De Monte