|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | | | | | | | | |
|  |
| Europass  Curriculum Vitae | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Personal information | | **Freelance translator/proofreader GB>IT>GB, ES>IT** | | | | | | | | | | |
| First name(s) / Surname(s) | | Fanny De Monte | | | | | | | | | | |
| Address | | Via G.Negri 16  I-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. | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | |
| Dates | | January 2013 → present date | | | | | | | | | | |
|  | | Freelance translator/proofreader/interpreter | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 686  10001 New York (United States) | | | | | | | | | | |
| Type of business or sector | | Promotion of Italian culture | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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) | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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) | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Mother tongue(s) | | Italian | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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:\d:\ootmpoffline1\ECV-16440.odt\%3f%3f%3fit\preview\linkToGridTable%3f%3f%3f\en) | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| 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 | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Organisational skills and competences | | - Ability to organise and manage projects and complex tasks  - Organisational spirit  - Ability to work under pressure | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Technical skills and competences | | - Thanks to the work carried out as a translator, in-depth knowledge of technical and legal text translation | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Computer skills and competences | | Advanced knowledge of Microsoft office (Word, PowerPoint, Excel), Internet Explorer, Google Chrome, Firefox, Adobe  CAT tools: Wordfast (Advanced – 5-year experience, online course on Proz.com)  Basic knowledge: InDesign, Photoshop  Internet connection; ADSL | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Driving licence(s) | | B | | | | | | | | | | |

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

Fanny De Monte