

# Francesca Fontana

15th January 1983

[fran.15.fontana@gmail.com](mailto:fran.15.fontana@gmail.com)

mobile: +39 3920057047 +61498797174

WhatsApp: +61 405721705

Via Curiel 12, Settala MI, 20090 Italy

Skype: iofonta

Linkedin: <https://www.linkedin.com/in/francesca-fontana-49161b11a/>

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## WORK EXPERIENCE

### TRANSLATING

**May 2018 - now**

Translator for Grass Roots Media

**June 2017 - now**

Translator for Wikrgroup.com

**March 2015 - now**

Freelance translator Italian-English and English-Italian for several projects, including books, websites, legal forms, and articles.

**September 2015 - June 2017**

Translator for the Italian website [www.traduttorianonimi.it](http://www.traduttorianonimi.it).

### WRITING

**March 2015 - now**

freelance writer for different projects and companies, in both English and Italian, concerning reviews of websites and products, articles for blogs and product descriptions.

### TEACHING

**March 2017 - now**

Substitute teacher in kindergarten and primary school. At the moment in a second grade.

### WHILE TRAVELING

**February 2016 - December 2016 - Airlie Beach, QLD, Australia**

Experiences in a bistro, travel agency, florist shop and I did an audit for an English Exam for Mackay University.

**May 2015 - July 2015 - Airlie Beach, QLD, Australia**

Au-pair of a 2y old girl.

**March 2015 - May 2015 - Auckland, New Zealand**

Au-pair, by two different families, of a 6y old girl and three children of 2y, 5y and 8y.

**October 2014-January 2015 - Sydney, Australia**

Au-pair of two children of 5y and 7y, babysitting of a 2y old girl.

### PLANNING/LOGISTICS

**ExxonMobil Czechia, Prague**

**October 2012 - August 2014** Italy Planner and Dispatcher

- planning and dispatching deliveries of fuels in Italy, team working, customer service

- coach planner, I trained colleagues

- Learning and growth award won

**January 2012 - September 2012** Delivery Support assistance, customer service

- Proactivity award won

LPO Coordinator – leading observation about Safe behaviours in the company

### TEACHING

**July 2009 - A.C.L.E. Associazione Culturale Linguistica Educational**

- Camp Director English City Camp for children
- Activity organisation, Tutors Supervision, quality of the tutors' activities monitoring, communication with tutors, students, parents, local authorities

**September 2008 - June 2009 - Education Department Municipality of Settala, MI**

- Teacher of English for adults, evening lessons, level A1

**September 2008 - June 2009 - Primary School E.Curiel, Paullo, MI**

Teacher of English in nine classes. Children from 6 to 11y

**December 2007 - June 2008 - Primary School De Andrè, PeschieraBorromeo, MI** 6 months Teacher of English, Maths and Sciences in three classes. 8 years old children

**Private lessons of English to adults and children tutoring****LOGISTIC / SHIPMENTS****February 2007 - June 2007 - SchenkerItaliana Spa, Peschiera Borromeo, MI**

- employee Key Account Department
- Organisation of air, sea and truck shipments of top client

**September 2006 - December 2006 - Nippon, Segrate, MI**

- employee import airfreight department
- Organisation of air shipment, communication with clients, shippers and custom office

**March 2005 - August 2006 - UPS SCS, Peschiera Borromeo, MI**

- employee import airfreight department
  - Organisation of air shipment, communication with clients, shippers and custom office
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**INTERNSHIP****February 2011 - June 2011 - Primary School Pantigliate, MI**

Final project internship

**November 2010 - January 2011 - Skipper Clement School of Aalborg , DK**

30 hours Internship in grade 4.

**February 2010 - June 2010 - Primary School of Pantigliate, MI**

200 hours internship in grade 1, 4 and 5.

**February 2009 - June 2009 - Primary School of Tribiano, MI - 50 hours internship in grade 5****October 2008 - January 2009 - Kindergarten of Rodano, MI**

- 50 hours internship with 3y old children

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**EDUCATION****October 2007 - December 2011 - Università degli studi Milano Bicocca**

- Primary Education Sciences - 4 years - Psychology subjects, Pedagogy subjects, Didactics and basic subjects
- Graduated 12th December 2011 - mark 110/110

**September 2010 - February 2011 - Aalborg University - Erasmus Project**

- 1 semester International Cultural Studies

Subjects: Creative Writing, Danish Language and Discourse Analysis

**September 2002 - April 2006 - Università Cattolica del SacroCuore di Milano**

- Bachelor in Language Expert for Business
  - English and German languages and linguistics, Economics, Marketing, business organisation - Graduated on 16th April 2006 - 102/110
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**TRAININGS (provided by Exxonmobil)**

Customer Service Training – 3 days

Coach planner training - 2 days

Negotiation fundamental – 2 days

Excel intermediate training – 2 days

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**LANGUAGE SKILLS**

Italian mother tongue, advanced level of English (C2), Basic Level of German and Czech (A2) and few basics of Spanish, with good comprehension, though.

CPE Cambridge Proficiency Exam (C2) passed on 3rd December 2011.

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**ADDITIONAL SKILLS**

Good usage of computer and Office Programs, SAP, AS400, Lotus, Internet and E-mails.  
Jubler and VirtualSubSync for subbing.

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**MY VALUE FOR POTENTIAL EMPLOYER**

Team working abilities, communicative skills, good ability to adapt to multicultural environments; good organisational skills, prioritisation, ability to deal with problems and complicated situation, in addition to stressful events. Problem solving, self motivation and thirst for improvement.

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**PERSONAL INFORMATION**

Italian A/B driving licence. Interested in new way of teaching and different cultures and life style. Funny, active, energetic.

Love traveling, meeting new people, seeing new places, learning every day.

Blue belt of taekwondo, experience in playing Handball for 7 years and in the Italian Major league of handball for one year.

Francesca Fontana