



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **IRENE BOCCARDO**

Address VIA S. FRANCESCO DI PAOLA 6  
I-12035 RACCONIGI (Italy)

Telephone(s) 0172813930 Mobile | 3338704598

E-mail(s) irene.boccardo@alice.it

Nationality Italian

Date of birth 27 October 1965

Gender Female

### Desired employment / Occupational field

**Translator**

### Work experience

Dates 01 September 1986 - 31 December 2000

Occupation or position held Management Secretary and Translator

Main activities and responsibilities Secretary of the President of the company

Name and address of employer ALFACHIMICI  
Via Postiglione 8, 10024 Moncalieri (Italy)

Type of business or sector Chemical solutions for treatment of printed circuit boards

Dates 01 January 2000 - 31 December 2008

Occupation or position held Translator

Main activities and responsibilities commercial correspondent and translator

Name and address of employer TERMOLEGNO  
Strada del Molino Nuovo 24, 12035 RACCONIGI (Italy)

Type of business or sector Sales of wood boilers

### Education and training

Dates 01 January 1983 - 30 June 1983

Title of qualification awarded TYPING COURSE

Principal subjects / occupational skills covered 180 types per minute

Name and type of organisation providing education and training CIMA INSTITUT  
Via Garibaldi, Turin

Dates 01 September 1981 - 30 June 1984

Title of qualification awarded TRANSLATOR AND COMMERCIAL CORRESPONDENT FOR FOREIGN LANGUAGES

Principal subjects / occupational skills covered TRANSLATOR AND COMMERCIAL CORRESPONDENT FOR ENGLISH AND GERMAN

Name and type of organisation providing education and training CENTRO LINGUISTICO INTERNAZIONALE  
Via Arsenale, 10100 Turin (Italy)

Dates 01 September 1984 - 30 June 1985  
 Title of qualification awarded German as foreign language  
 Principal subjects / occupational skills covered Deutsch als Fremdsprache  
 Name and type of organisation providing education and training Folkshochschule Duesseldorf (Germany)

Dates 01/06/1985 - 30/12/1985  
 Title of qualification awarded German as foreign language  
 Principal subjects / occupational skills covered Deutsch als fremdsprache  
 Name and type of organisation providing education and training GOETHE INSTITUT DUESSELDORF (Germany)

Dates 01/01/1995 - 01/02/1995  
 Title of qualification awarded Course of Word for Windows  
 Principal subjects / occupational skills covered Deeping Windows e MASTER Course of Word for Windows  
 Name and type of organisation providing education and training EXECUTRAIN Turin

**Personal skills and competences**

Mother tongue(s) **Italian**

Other language(s)

Self-assessment  
 European level (\*)

**German**

**English**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

(\*) [Common European Framework of Reference \(CEF\) level](#)

Technical skills and competences Chemical, medicine, alternative energy

Computer skills and competences Windows, Office, Trados

Driving licence(s) B