



## Personal information

Name	Jozefin
Last name	DUODA
Adress	Via XXV Aprile n. 40, 52027, San Giovanni Valdarno (AR)
Phone	Mobile phone: +39 3389871820
E-mail	<a href="mailto:duodatraduzioni@gmail.com">duodatraduzioni@gmail.com</a> ; <a href="mailto:jozefin.duoda@gmail.com">jozefin.duoda@gmail.com</a>
Skype	<a href="https://www.skype.com/jozefin.duoda">jozefin.duoda</a>
Nationaliy	Italian/Albanian
Date of birth	12/07/1985
Gender	Male
Website	<a href="http://www.duodatraduzioni.com">www.duodatraduzioni.com</a> <a href="https://www.proz.com/profile/1297834">https://www.proz.com/profile/1297834</a> <a href="https://www.translatorscafe.com/cafe/member122583.htm">https://www.translatorscafe.com/cafe/member122583.htm</a>

## Languages

Language combinations	Italian > Albanian (Kosovo) English > Albanian (Kosovo) Albanian (Kosovo) > Italian English > Italian
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## Work experiences

Dates	From July 2009 onward
Type of occupation	Freelance Translator
Main activities and responsibilities	<p>Translations of documents (English&gt; Albanian [Kosovo], Italian&gt; Albanian [Kosovo]) of various fields:</p> <p><i>Main areas of specialization:</i></p> <p><b><u>Law</u></b> (contracts, statements and claims, civil law, commercial law, international criminal law, private law, public law);</p> <p><b><u>Education and training</u></b> (professional training, education, school education programs, degrees);</p> <p><b><u>Media and Arts</u></b> (antiques, art, dance, periodical publishing, movies, journalism and press releases, literature, music, public relations, advertisings, radio and TV, musical instruments, theater);</p> <p><b><u>Politics</u></b> (asylum and refugees, international institutions, general policy, political development, health and social policy, transport, European Union);</p> <p><b><u>Humanities and social science</u></b> (anthropology, archeology, architecture, literature, linguistics, psychology, religion, sociology, history);</p> <p><i>Secondary areas of specialization:</i></p> <p><b><u>Alimentary</u></b> (gastronomy, menus, recipes);</p> <p><b><u>Environment and Ecology</u></b> (environmental law, waste management, water management, environmental protection);</p> <p><b><u>Industry and Technology</u></b> (furniture, construction, graphics and printing, food industry, automotive industry, fashion industry, electrical and electronics industry, measuring and adjustment technology);</p> <p><b><u>Informatics</u></b> (PC applications, manuals for computer, telecommunication);</p> <p><b><u>Economy, finance and business</u></b> (insurance, accounting, business economics, general economics, public economics, finance, marketing and sales);</p> <p><b><u>Medical and pharmaceutical industry</u></b> (cosmetics, pharmaceuticals, legal medicine, psychology, national health systems);</p> <p><b><u>Natural sciences</u></b> (astronomy, biology, geography, geology, mathematics, statistics);</p> <p><b><u>Sport, leisure and tourism</u></b> (leisure industry, hospitality industry, sports, tourism, video games).</p>
Name and address of employer	<p>Several Language Agencies, both European and American.</p> <p>Stage in the University.</p>
Type of business or sector	<p>Private Sector.</p> <p>Freelance.</p>
Dates	From July 2009 onward
Type of occupation	Linguistic Interpreter / Language-Cultural Mediator
Main activities and responsibilities	<p>Language interpreter in Courts (Tuscany Region): Italian - Albanian, English - Italian;</p> <p>Language-Cultural mediator in Hospitals (Tuscany Region): Italian - Albanian;</p> <p>Collaborations with Carabinieri/Police (Tuscany Region): Italian - Albanian.</p>
Type of business or sector	Administrative, public and private sectors.

## Education and training

Dates	September 2009 – February 2012
Name and type of organization providing education and training	University of Florence (Università degli Studi di Firenze).
Title of qualification awarded	Master Degree in "European and American Languages and Literatures, <i>curricula</i> in Practice and Theory of Literary Translation." Title received: <b>Doctor in Translations</b>
Main skills acquired	Foreign languages, literary translator, interpreter (Albanian, Italian, English).

Dates	September 2006 – Decembre 2009
Name and type of organization providing education and training	University of Florence (Università degli Studi di Firenze).
Title of qualification awarded	University Degree in "Foreign Languages and Literatures" Title received: <b>Doctor in Foreign Languages.</b>
Main skills acquired	Foreign languages, literary translator, interpreter (Albanian, Italian, English, Spanish).
Dates	September 2003 – June 2005
Name and type of organization providing education and training	University of Florence (Università degli Studi di Firenze).
Title of qualification awarded	Certificate of attendance for two years in the University of Political Science, course in "Industrial Relations and Human Resource Management".
Main skills acquired	<b>Competencies in political language, in the context of the rights, industrial relations and human resource management.</b>
Dates	September 1999 – July 2003
Name and type of organization providing education and training	Languages High School of Jesuits "At Pjeter Meshkalla", Shkodër, Albania.
Title of qualification awarded	<b>Languages High School Diploma</b>
<b>Language skills and competences</b>	
<b>Mother tongue</b>	<b>Albanian (Italian)</b>
<b>Other Languages</b>	<b>English</b>
Reading skills	Excellent
Writing skills	Excellent
Writing skills	Excellent
	<b>Italian</b>
Reading skills	Excellent
Writing skills	Excellent
Writing skills	Excellent
	<b>Spanish</b>
Reading skills	Good
Writing skills	Elementary
Writing skills	Elementary

<b>Social skills and competences</b>	Ability to relate in working groups. Ability to be adapted to multicultural and multi-ethnic environments.
<b>Organisational skills and competences</b>	Excellent organization and coordination skills, active, reliability, accuracy and punctuality. Sense of organization.
<b>Computer skills and competences</b>	Knowledge of Microsoft applications and Office package, Trados 2015, CAT tools, etc.
<b>Further information</b>	<p>I live in Italy (Tuscany region) since 2003.</p> <p>I am available to travel for any interpretation or translation service in other locations.</p> <p>Fast fiber internet connection.</p>
<b>Driving license</b>	Italian driving license, type B.
<b>Tariff &amp; Languages</b>	<p>Italian &gt; Albanian (Kosovo)</p> <p>English &gt; Albanian (Kosovo)</p> <p>Albanian (Kosovo) &gt; Italian</p> <p>English &gt; Italian</p> <p><u>Translating</u> – Starting from <b>Euro 0,065 per word/character</b></p> <p><u>Editing</u> – Starting from <b>Euro 0,04 per word/character</b></p> <p><u>Proofreading</u> – Starting from <b>Euro 0,04 per word/character</b></p> <p><u>Subtitling</u> – Starting from <b>Euro 0,055 per word/character</b></p> <p><u>Transcription</u> – Starting from <b>Euro 0,055 per word/character</b></p> <p><u>Interpreting</u> – <b>Euro 32,00 per hour</b></p> <p><u>Day interpreting (8 hours)</u> – <b>Euro 190,00</b></p> <p style="text-align: right;">*All the above tariff are net and <u>include</u> Withholding Tax (Italian IVA)</p>

**Signature**  
*Jozefin Duoda*

*Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 30 giugno 2003, n. 196.  
(I authorize treatment of my personal data pursuant to Legislative Decree 30 June 2003, n. 196, Italy).*