**LAURA MARSIGLIA**

**Address**: Via Laccata 12, 87028 Praia a Mare (CS)

**Mobile:**3489131598
**Email:** lauramarsiglia@libero.it

**Key skills**

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| --- |
| * Qualified and experienced translator able to fluently speak and write English and French.
* Event coordinator.
* Excellent communication and social skills. Able to work to tight deadlines. Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure. Able to prioritise work
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**Employment History**

July 2011- at present“Il Giardino” Bed and Breakfast － Praia a Mare, CS

  **Owner/Innkeeper**,

Manage guest reservations

Set cancellation policies and enforcement

Provide exceptional guest experience

Create packages to attract guests to the Inn

Website and social media development, advertising and marketing

August 2011- February 2011 Libreria Victoria – Praia a Mare (CS)

 **Book Store Manager**

December 2010 - February 2011 Il Cigno GG Edizioni Publishing House, Rome

 **Internship as a French/Italian translator**

Mail correspondence in French

Translations of materials and researches

Proofreading

Editing

July 2010 – August 2010 Book fair “Fiera del Libro del Mediterraneo” Aieta, Palazzo Rinascimentale (CS), Italy

 **Event coordinator**

March 2010 Eleonora Bonucci dress shop, Viterbo, Italy

 **Translation from Italian into French of the website**

 [www.eleonorabonucci.it](http://www.eleonorabonucci.it) (shoes, clothes, accessories)

2007-2009 Tuscia University, Viterbo, Italy

 **Part-time work placement within the university** (Library, Administrative and technical personnel office, CLA)

August- October 2007Ivry sur seine, Paris, France

 **Receptionist, Hotel Apogia**

October – December 2006 Studio Immigrazione - digital law journal, Viterbo, Italy

 **Internship**

Translations EN >IT – FR>IT of official documents from the EU Institutions

Desk job

Promotion of publishing and cultural initiatives relating to Studio Immigrazione.

**Education**

**Master’s degree in Publishing and Communication**

Istituto Comunika, Roma
Completed: 2010

**Business English for PA’s and secretaries**

HR Value

Completed: 2010

**Bachelor’s degree in Foreign Languages for the International Communication**

Tuscia University, Viterbo

Graduated: 2011

**Bachelor’s degree in Foreign Languages for Companies, Public Institutions and Trade**

Tuscia University, Viterbo

Graduated: 2007

**Interests / Others skills**

* Oriental culture, literature, Internet
* Proficiency with MS Office – Word, Excel, Access, PowerPoint

 Windows 7, 8, 10

* Internet Explorer, Mozilla Firefox, Chrome
* Microsoft Outlook, Social Networks
* Indesign, Photoshop, SDL Trados