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| European  curriculum vitae  format  11 |

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| Personal information |

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| Name |  | **Schiavone Maria Luisa** |
| Address |  | **Piazza dei Campani 13, 00185 Rome, Italy** |
| Telephone |  | **339 1412628** |
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| E-mail |  | **malusc8@gmail.com** |

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| Nationality |  | Italian |

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| Date of birth |  | 25/03/77 |

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| Work experience |

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| **•** February 2014 – present |  | Translator Italian-English-Italian, Member of IATI (International Association of Translators and Interpreters) |
| **•** Type of business or sector |  | Translation and interpreting |
| **•** Occupation or position held |  | Free lance translator and linguistic operator |
| **•** Main activities and responsibilities |  | • Business Tanslations: Commercial letters – Agency agreements – Company agreements – Company profile; |
|  |  | • Technical Tanslations: Medical translations – Legal translations – Technical/technological translations – Researches and Surveys;  • General Translations: Articles – General info – Narrative - Web contents;  • Booklets and Brochures  Services as a linguistic operator for enterprises |

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| **•** October 2013 – December 2013 |  | Internship at Network Globale, Internationalization Agency of the Chamber of Commerce of Rome |
| **•** Name and address of employer |  | Network Globale, via De Burrò 147, Rome , Italy |
| **•** Type of business or sector |  | Internationalization of enterprises |
| **•** Occupation or position held |  | Project manager |
| **•** Main activities and responsibilities |  | Project Management. Relations with both foreign fairs and institutional organizations. Drafted company profiles and agendas for trade fairs and business missions abroad. Drafted market surveys. Translated companies’ ad materials for the foreign network. Organized conventions and international events addressed to Small and Medium-sized Enterprises |

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| **•** October 2007 – May 2013, and part-time February 2014 – present |  | English tutor |
| **•** Name and address of employer |  | Cesd s.r.l. via della Ferratella in Laterano 33, 00187 Rome, Italy |
| **•** Type of business or sector |  | Education (general and professional English) |
| **•** Occupation or position held |  | Tutor (also on online mode) |
| **•** Main activities and responsibilities |  | Services for:  • Student workers – professional English (business, computer science, tourism for web, etc.);  • Public competition candidates;  • Homeschoolers |

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| **•** September 2007 – December 2008 |  | English tutor |
| **•** Name and address of employer |  | Easy School – Language Centers, viale Pasteur 78, Rome, Italy |
| **•** Type of business or sector |  | Education (general and professional English) |
| **•** Occupation or position held |  | Tutor |
| **•** Main activities and responsibilities |  | Services for beginners to advanced-level learners. Professional English for companies. Specific preparation for Graded Examinations Trinity College related to the Common European Framework of Reference (CEFR) |

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| **•** June 2007 – July 2007 |  | Collaboration with the Fondazione Lelio e Lisli Basso |
| **•** Name and address of employer |  | Fondazione Lelio e Lisli Basso – Issopo (Institute for Contemporary Social Studies), via della Dogana Vecchia 5, 00186 Rome, Italy |
| **•** Type of business or sector |  | Research and Learning |
| **•** Occupation or position held |  | Translator (Italian-English-Italian) |
| **•** Main activities and responsibilities |  | Translator for the Basso Foundation International Section |

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| **•** June 2006 – September 2007 |  | Collaboration with Lettera Internazionale – European quarterly magazine (Italian edition) |
| **•** Name and address of employer |  | Associazione Lettera Internazionale, via Trebbia 3, 00198 Rome, Italy |
| **•** Type of business or sector |  | Learning and Editing |
| **•** Occupation or position held |  | Translator and Editor |
| **•** Main activities and responsibilities |  | Editor and translator, partnership with www.eurozine.com . Main subjects: philosophy, economy, art and science. Organization of intercultural and promotional events |

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| **•** December 2005 – April 2006 |  | Collaboration with LAW (Legal Aid Worldwide) |
| **•** Name and address of employer |  | LAW non-profit organization, via Bruxelles 59, 00198 Rome, Italy |
| **•** Type of business or sector |  | Human rights |
| **•** Occupation or position held |  | Translator and press agent |
| **•** Main activities and responsibilities |  | Translator and press agent. Working Group for Latin America’s relations with the General Department for Central and Andean America of Amnesty International – Vimercate (MI) section |

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| **•** May 2005 – April 2006 |  | Collaboration with www.humanrights.it |
| **•** Type of business or sector |  | Human rights |
| **•** Occupation or position held |  | Translator (Italian-English-Italian) |
| **•** Main activities and responsibilities |  | Translator for the press release section dealing with the activity of the European Court of Human Rights |
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| Education and training |

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| • January 2014 – February 2014 |  | Master of Expertise in Translation (Italian-English-Italian) |
| • Name and type of organisation providing education and training |  | IATI (International Organization of Translators and Interpreters), Italy |
| • Principal subjects/occupational  skills covered |  | Theories of translation. Translation techniques and genres of translation (trade and commerce, business, medical, legal, tourist for the web, technological, general). The CAT Tools. The translator’s profession - guidelines. Code of ethics, rules and regulations |
| • Title of qualification awarded |  | Master’s Degree in Translation |
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| • May 2013 – July 2013 |  | Master in EU Funding and Projects and Internationalization of Enterprises |
| • Name and type of organisation providing education and training |  | SIOI (Italian Society for the International Organization), Italy |
| • Principal subjects/occupational  skills covered |  | Functioning of the European Policies and major policies of the European Union. Techniques of drafting and project management policy. English for project drafting. Analysis of the Project Cycle Management. Policy for the enterprises and processes of organization. Analysis of the operations and methods of operations research |
| • Title of qualification awarded |  | Master of Expertise in EU Funding and Projects and Internationalization of Enterprises |

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| • January 2005 – November 2005 |  | Master in International Jurisdictions (universal and European) |
| • Name and type of organisation providing education and training |  | University of Roma2-Tor Vergata, Italy; University of Camerino, Italy; SIOI |
| • Principal subjects/occupational  skills covered |  | Study of the major United Nations authorities and their functioning. Study of the main trade and commercial treaties and pacts both on the international and European grounds. Study of the major treaties on the defence of human rights and their relevant jurisdictions. Trade and commerce and legal English |
| • Title of qualification awarded |  | Master’s Degree in International Jurisdictions |

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| • September 1996 – November 2004 |  | University |
| • Name and type of organisation providing education and training |  | University of Milan (Università degli Studi di Milano), Faculty of Political Science, Italy |
| • Principal subjects/occupational  skills covered |  | International and European laws and regulations. Politics, economy and statistics. English language and translation techniques (legal, business and journalistic translation). Thesis: Plain English, trait d’union between citizens and law |
| • Title of qualification awarded |  | University Degree in Political Science |

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| • September 1991 – July 1996 |  | High School |
| • Name and type of organisation providing education and training |  | Liceo Classico of Treviglio (BG), Italy |
| • Title of qualification awarded |  | Diploma of Liceo Classico |
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| Personal skills  and competences |

Linguistic and verbal competences acquired or strengthened through the following experiences:

• September 2009. Foreign Language Education course at Torre di Babele, Rome, Italy;

• January 2007 – February 2007. French course at Sant-Louis de France, Rome, Italy;

• November 2006 – December 2007. French course at Sant-Louis de France, Rome, Italy;

• September 2006 – October 2007. French course at Sant-Louis de France, Rome, Italy;

• July 1999 – August 1999. English course at E.F. School of English-Marymount College, Tarrytown-New York City (NY), U.S.A.;

• July 1997 – August 1997. English course at E.F. School of English- London, U.K.

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| Mother tongue |  | **Italian** |

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| Other languages |

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|  |  | **English** |
| **•** Reading skills |  | C2 |
| **•** Writing skills |  | C2 |
| **•** Verbal skills |  | C2 |

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|  |  | **French** |
| **•** Reading skills |  | B2 |
| **•** Writing skills |  | B1 |
| **•** Verbal skills |  | B1 |

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| Social skills  and competences |  | Excellent interpersonal skills: very able to work both alone and in team, especially with people from different cultures and countries. Excellent communication skills. Hard- working and very dependable |

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| Organisational skills  and competences |  | Extremely able to work both at home and in offices. Excellent time and workload management. Very able to handle numerous and various works at once |

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| Technical skills  and competences |  | Good computer skills, including: CAT Tools (especially Wordfast Classic and Omega T), searches on the Internet, use of e-mail and social networks, Office Suite (Word Office, Excel and Powerpoint) |

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| Artistic skills  and competences |  | Attended guitar lessons (two years). Classical ballet at Royal Academy Dancing in Milan (five years). Attended various theater workshops |

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| Other skills  and competences  *.* |  | Good writing skills. Occasional experience as a book reviewer |

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| Driving licence(s) |  | Driving licence B |

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| Additional information |  | References upon request |

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| Roma, March 4th 2014 |  | SIGNATURE |

Maria Luisa Schiavone