*MARTINA PELAGALLO*

**TRANSLATOR AND PROOFREADER**

DATE OF BIRTH: December, 23rd 1987

PLACE OF BITH: VELLETRI

NATIONALITY: ITALIAN

ADDRESS: Via Torre del Giglio, n.1,

04011 Aprilia (LT), Italy

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***PERSONAL SUMMARY***

A multi-skilled, reliable and talented translator (verified by clients ‘satisfaction) with a proven ability to translate written documents from English or Spanish to Italian and to proofread Italian written documents.

Quick learner and communicator available to work with people from all social and professional backgrounds. Not afraid of working under pressure and to dealing with clients ‘needs and with multicultural issues.

Dreaming of working as a translator for life, would be available for single freelance projects, long-term freelance projects, co-operation with agencies or with single clients. No problem with short notice assignments because of a great passion for this work.

***WORK EXPERIENCES***

TRANSLATOR AND PROOFREADER

*2009-Present*

Through various freelancers ’websites could complete many projects regarding different fields: website of any kind, e-books, mobile phone’s applications, various videogames, legal and commercial contracts, softwares, user manuals and operating instructions.

Being in contact with a Spanish communication agency, translated an entire Software from Spanish to Italian.

***OTHER WORK EXPERIENCES***

ACCOUNT MANAGER IN A LAW FIRM

*2009-2012*

Dealing everyday with account manager’tasks and responsibilities, translating business, legal letters, documents and contracts.

SECRETARY IN THE SEASIDE RESORTS “SETTE FIORI BLU” AND “NETTUNO BEACH”

*2006-2009*

Dealing with administration, customer portfolio management daily and seasonal rents ‘management.

ORGANIZATION OF THE 2009’ WORLD BASEBALL CUP THAT TOOK PLACE IN NETTUNO

*2009*

Event planning, guests escorting and welcoming.

***KEY SKILLS AND COMPETENCIES***

* Able to fluently speak English and Spanish
* Familiar with translation tools (but used to work without)
* Excellent communication and social skills
* Able to work to tight deadlines and under pressure
* Highly skilled in Word, Excel, PowerPoint, Microsoft

Outlook, Internet Explorer, Mozilla Firefox.

* Translating any kind of document
* Proofreading and reviewing mother-tongue texts
* Able to prioritise work.

***ACADEMIC QUALIFICATIONS***

Bachelor’s degree of Foreign Language and Modern Literature at the University of Rome” La Sapienza” in 2012.

Dissertation subject: Romance Philology;

Dissertation matter: Lancelot du Lac.