***CV Maurizio Balestrino***

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***06125 Perugia, Italy***

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**WORKING LANGUAGES English to Italian**

**Italian to English**

**Spanish to Italian**

**Italian to Spanish**

**Russian to italian**

*Italian native speaker*

**OTHER LANGUAGES French and Portuguese**

*knowledge in progress*

**EDUCATION** **Bachelor's degree** in **Linguistic Mediation**, SSML European Institute for interpreters and translators, Villa Glori 7/c, Perugia, (101/110) 2019

**Certificate** of legal translation and court interpreter, SSML Perugia, 2016

**Certificate** of Journalism on line, University of Ferrara,2003

**Diploma** of **interpreter and translator**, SSML Naples,1990

**Diploma** of **maturità classica** Liceo Classico Papinio Stazio, Naples, 1984

**Enrolled** at **ITAS** Master's Degree course, Teaching of the italian language to foreigners, University for Foreigners, Perugia, currently

**OTHER CERTIFICATIONS CCNA** network Cisco System, Perugia

**High Level I.T**. Istituto Pirrone, Naples

Project Gemma 2 **french course**, Municipality of Perugia

Advanced Level **English Course** Istituto Inlingua, Naples

Membership of **ALTRINIT** [www.altrinit.org](http://www.altrinit.org/) association for the establishment of the Italian professional register of interpreters and translators

**Wordfast** training course , SSML European Institute for interpreters and translators, Perugia

**DIGITAL MARKETING** certificate from Google digital training, 2019

Certificate of attendance **INFOPATENTE**, *seeking information online*, University of Parma, 2019

Certificate of attendance **BIBLIOPATENTE**, *bibliographic course on documentary research,* University of Parma, 2019

**EXPERIENCE**

**October 1999 – Present** **Freelance Translator**

Technical, IT, Science, Business areas

*Translation and proofreading:*

* Translation of articles [www.near-death.com](http://www.near-death.com/)
* Translation of reports for Sagarpa Secretariat Mexican Government [www.sagarpa.gob.mx](http://www.sagarpa.gob.mx/)
* Translations [www.transperfect.com](http://www.transperfect.com/)
* Reports for EU Press Releases [www.europa.eu](http://www.europa.eu/)
* Alarm Warning Systems Manuals
* Employee code of conduct, Columbia City Council
* Translation of governamental reports for the Municipality of Saltillo MX [www.saltillo.gob.mx](http://www.saltillo.gob.mx/)
* Translations for *becas.sre.gob.mx* Secretariat of the Mexican government for foreign relationship
* Medical Questionnaires, [www.industrialhealthtest.com](http://www.industrialhealthtest.com/)
* Translations for the Municipality of Canterbury [www.canterbury.co.uk](http://www.canterbury.co.uk/)
* Translation for Humanitarian Resource Institute [www.humanitarian.net](http://www.humanitarian.net/)
* Translations for the Energy Secretariat of the Mexican government [www.sener.gob.mx](http://www.sener.gob.mx/)

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| **May 1998 – September 1999** |  | **Project Manager of European Social NGOs translation group**   * Supervising translators and editors for Italian and Spanish language groups. Responsible for QA of final publications. * Translating religious and philosophical works and Computers Manuals from English into Italian and from Spanish into Italian. * Updated and supported in-house Style Guide for Italian language |
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| **January 1996 – May 1998** |  | **English-Spanish translator ( publishing house )**  External coordinator for Advertising and Promotion: In charge of the supervision and execution of periodical publicity and advertising in-house and out-house media campaigns, focused on funds raising, subscription sales and social awareness   * Translated Spanish advertisement from Spanish into Italian * Translated English manuals into italian * Participated in training new publishing editors and proofreaders |
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| **June 1995 – January 1996** |  | **Proofreader ( publishing house )**   * Quality Assurance for translations and final publications * Transcribing, typing and reviewing translator and editor work * Responsible for proper terminology usage in translations |

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| **AREAS OF EXPERTISE** |  | * IT:hardware &software * Science, Chemistry &Pharmacy * Business, Financial texts * Questionnaires * Political texts * Social Security * Sustainability |

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| **SOFTWARE &HARDWARE** |  | * AidTransStudio * Cafè tran expresso * Trados 6.5 * Deja-Vu * SDLX * Powerpoint * Pagemaker/InDesign * Quarkexpress * Framemaker * Access * Pacchetto Microsoft Office * Matecat translator tool   ***Hardware:*** INTEL pentium dualcore 2,8 ghz, 4 GB RAM, DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner, Touch pen |
| **PERSONAL QUALITIES** |  | Punctual, responsible, communicative |

**References available upon request**