**CONTACT INFORMATION**

Paola Zorzan

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**SUMMARY STATEMENT**

I see myself as an enthusiast learner, a diversity lover and a resourceful employee. I like both professional and personal challenges, I enjoy other people's company (either colleagues, clients or friends). My passion has always been speaking and teaching foreign languages and getting in touch with different cultures.

**EDUCATION**

March 2011 – March 2015;

**Master's Degree in Foreign Languages & International Business** at University of Verona (Italy). Attended as part-time student as I was working full time.

* Final Grade: 110/110.
* Major: Foreign Languages such as Spanish and English; Minor: International Business, Law, Economics.
* Dissertation: “Gender Diversity at Work. How a Small Enterprise manages gender diversity”.
* Academic Award: IVRES award on my Master's Degree Dissertation

September 2013 – December 2013;

Study Abroad semester at Fitchburg State University (MA, USA).

* Major: Business Administration
* Scholarship: World Wide Study grant by University of Verona

October 2007 – March 2011;

**Bachelor's Degree in Foreign Languages** **& International Business** at University of Verona (Italy).

* Final Grade 109/110.
* Major: Foreign Languages such as Spanish and English; Minor: International Business, Law, Economics.
* Dissertation: “The theme of the Double in Joseph Conrad's The Secret Sharer”.

September 2002 – July 2007;

**High School Degree with specialization in Foreign Languages** at “Liceo Pigafetta”, Vicenza (Italy).

* Final Grade 85/110.
* Major : English, Spanish and German.

**LANGUAGES**

Italian: Mother Tongue

English: Very Good, TOEFL test in Jan 2013, score 113/120, C2 level certified by UNIVERSITA’ DEGLI STUDI DI VERONA in 2015, TEFL (Teaching English as a Foreing Language)

Spanish: Very Good, C2 level certified by UNIVERSITA’ DEGLI STUDI DI VERONA in 2015

French : B2 level, DELF test in Feb 2020, score 83/100

**EXPERIENCE AS A TRANSLATOR AND TEACHER**

October 2007 – To date

**English teacher & translator, free-lance**: with my “English@hand” school of languages I support school pupils, students and adults in their English learning process. We also provide English language services to companies such as translations, interpreting, etc.

**Main fields of experience in translation**: commercial (company brochures and PowerPoint presentations, websites, e-mails, social media pages, etc); legal/contractual (translation of documents issued by tribunals, other public records offices, school diplomas, public and private contracts, notary documents such as articles of incorporations, power of attorneys, private deeds); CVs, resumes, cover letters, job descriptions; public procurement and tenders.

March 2020 – to date

Volunteer for **video subtitling and subtitles translation** at TED ([www.ted.com](http://www.ted.com))

August 2013 – December 2013

**Italian Teacher and lecturer** at Fitchburg State University

I was present during the Italian language lessons, I supported the professor and helped students with pronunciation. I gave insights into Italian culture and helped students with conversation. Outside of regular class hours I was tutor to students: I helped them with homework and tests preparation.

**EXPERIENCE AS TENDER SPECIALIST**

August 2017 – to date

**International Tender Specialist** at ICM S.p.A ([www.gruppoicm.com](http://www.gruppoicm.com)), this company is an is an Italian civil works contractor with branches in over 20 Countries.

My responsibilities as international tender specialist include :

* Analyzing tender notices and solicitations issued on various international portals;
* Evaluating, together with the Key Account, the opportunity to participate in tenders according to the solicitation requirements and the company’s capabilities;
* Preparing proposals in English, Spanish and French together with technicians, engineers, designers;
* Assisting in the management of data related to the tendering process;
* Monitoring the tender submission process for formatting, completeness, consistency, and compliance;
* Coordinating the whole process of gathering and preparing proposal documents, including final package delivery or documents upload in the portal;
* Handling relationships with partners, clients, designers, technicians, subcontractors and consultants;
* Preparing company presentations using Microsoft PowerPoint;
* Presenting and representing the company at international meetings.

June 2010 – July 2017

**International Tender Specialist and Key Account** at GEMMO S.p.A.. (www.gemmo.com).

The company is an Italian Mechanical and Electrical contractor with international branches in over 10 Countries.

My job involves a variety of tasks that go from translation from and into Italian, English and Spanish, minutes taking, writing commercial e-mails and letters in English, managing relationships with the International Clients, creating marketing material such as presentations and brochures, writing technical and promotional texts, etc.

One of the main clients I am responsible for is the U.S. Government Department of Defense located with the U.S. Army in Vicenza. I interface on a regular basis with the Procurement and Contracting Offices.

**OTHER SKILLS**

Computer Skills: Tech savvy, Microsoft Office and Outlook proficiency. Curious about innovation and new user-friendly programs, interested in social networks.

**REFERENCES**

References can be provided upon request.