**LEO RAFFAELLA**

Date of birth 2nd October 1978

Home Address:  Via V. Veneto, 22 - Caprarica di Lecce (LE) – ITALY

Nationality: Italian

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**Work Experience**

2000 to present: various translation jobs.

My main fileds of expertise are the following:
Legal (divorce decrees, sentences, orders, contracts, privacy policy, terms & condition)
Financial (statement of accounts, banking)
Technical (users manual of various apliances - from scanners, printes, MP3 players, cameras, digital frames, drills, blenders, waterjet cut tables - ecploded views, list of spare parts, technical data sheet, safety sheet, maintenance instruction)
Chemical (safety data sheets of chemicals)
Beauty (description of various produts composition/use)

September 2004 - May 2010: Commercial employee, experienced in North African and Middle-Eastern markets at  Orved S.p.A. (Musile di Piave, VE). Correspondence with existing and potential customers, participation to trade shows in Italy and abroad, technical assistance to customers, visits at customers’ premises (Morocco, Tunisia, Algeria, France).

January – August 2004: Commercial employee, purchase department at Beper Srl (Colognola ai Colli, VR). Contacts with suppliers (mostly based in China, India, Bangladesh, Vietnam), purchase orders, deliveries’ follow up.

**Education and qualifications:**

July 2001: Bachelor’s Degree University of Lecce (Interpreters and Translators’ studies. Languages: French and Japanese)

July 1997: High School Diploma – “P. Siciliani” Institute in Lecce (Foreign Languages Scxhool; French, english, German).

October- December 2000 Tokyo (Japan): Japanese language course held by Tokyo Daigaku (University of Tokyo). Osaka (Japan) : Intensive Japanese Languiage course at Japan Foundation.

September- October 2000 Aix-en–Provence (France): Intensive French language course for tourism and trade at Ecole supérieure pour le Tourisme.

June- July 2000 Ottawa (Canada): French language course at Université de Ottawa