

**PERSONAL INFORMATION**

Silvia Tanoni 6/09/1982 in Civitanova Marche (MC)

Permanent Address: LOC. MARCIANELLO, 14 S. VITTORE DI CINGOLI (MC)

Email Address: silviatanoni@alice.it

**EDUCATION**

2012: online course about translation in Litterature

2008/2009: degree in foreign languages in Macerata (MC)

2004/2005: first degree in business languages

2000/01: Psycology gymnasium

**PROFESSIONAL EXPERIENCE**

2015- English teacher in a Primary School in Cingoli and Translator

2010 – 2012 – Employee for Valnico by Genius s.a.s.

* Translation of foreign correspondence.
* Interpreter.
* Secretary.

2009- Personal assistant for Eli Editing Company.

* I translated and proofread texts in English, Spanish and German; I also wrote grammar exercises in English and Spanish

2008- Training course in Gold Line S.R.L.. I worked as Interpreter, Translator and Proofreader.

**COMPUTER SKILLS**

Use of SDL TRADOS 2014

Operating System: Windows 2010 and XP

Software: all office Microsoft packet

**LANGUAGES**

**ENGLISH:** Excellent(formal and business English).

**SPANISH**: Excellent (formal and business Spanish).

**GERMAN:** Excellent (formal and business German).

**EXTRA CURRICULAR ACTIVATION**

* Body building Instructor.
* Volunteer in a no profit organization “ Green Cross” three years ago.
* Private Italian lessons to foreign people and English, German and Spanish lessons to students.
* Trinity College Certificate Grade 7

**REFERENCES**

Available upon request.