**CV- TRANSLATOR**

**STEFANIA GALOTTO**

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Italy

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**Skills Profile**

I have a bachelor's degree in foreign languages and a master degree in technical and scientific translation. I had the chance to go abroad, in France exactly, with the Erasmus program during my study.

I worked as SECRETARY,RECEPTIONIST,EXPORT SALES ASSISTANT, ASSISTANT TECHNICIAN OF EUROPEAN PROJECT, ENGLISH TEACHER AND FRENCH INTERPRETER.

At the moment, I'm working as an English teacher and a French interpreter for COL.VIT, a vocational training school but I'm also working as a private English and French teacher for students and as a technical translator.  I love foreign languages and the world of translation very much!

I am capable of working on my own initiative, and with good organizational abilities.

My **areas of subject expertises**are **technical, Web site (only html page) , marketing and tourism .**

**Work Experience**

today:  **ENGLISH TEACHER AND FRENCH INTERPRETER** for COL.VIT, a vocational training school, Marconia (mt), Italy

today:  **PRIVATE ENGLISH AND FRENCH TEACHER** for students at secondary school

 **FREELANCE TECHNICAL TRANSLATOR**

Today: **TECHNICAL TRANSLATOR** for Asteco s.r.l, zona Artigianale D1, snc , 75025 Policoro (mt)

* translations of manual texts about photovoltaic  from English into Italian
* translation of documentations and declarations from Italian into English and viceversa.

may 2013- june 2013: **TECHNICAL ASSISTANT** **OF EUROPEAN PROJECTS** for  ASSOCIAZIONE TECLA-UFFICIO EUROPA MATERA, via Boncompagni 93, Roma

april 2013-may 2013: **ENGLISH TEACHER** for CENTRO LINGUISTICO DI ATENEO, UNIVERSITA' DEGLI STUDI DELLA BASILICATA, via Nazario Sauro 85, Potenza

february 2012- today: **VOLUNTEER TRANSLATOR** for FREELANG.NET . TRANSLATORS FOR PROGRESS AND MONGABAY.COM

september 2012 : **FREELANCE TRANSLATOR:** Italian translation of the English article " Animal picture of the day: Sunda Clouded Leopard in Borneo" for *mongabay.com.*

august 2012: **FREELANCE TRANSLATOR**: Italian FAQ's translation of XMB forum software for *xmbforum2.com*

october 2011-november 2011  : *LANCASTER ITALY* (a company of watches and  luxury goods) , via Principe Amedeo, 130     70122 Bari

* **EXPORT SALES ASSISTANT** :  market researches, e-mail and telephone conversation in english and french, translations from italian to french and from english to french.

october 2010-december 2010:  *ASTECO  S.R.L* ( a photovoltaic company), via F. Fellini, 9           75025 Policoro (MT)

* **TECHNICAL TRANSLATOR**: translations of manual texts about photovoltaic  from English into Italian

january-march 2005: UNIVERSITY OF BARI, viale Umberto I, 70100 Bari

* **SECRETARY** ( part-time job for students)

may 2005-june2005: *OROHOTEL*, via Lido 75025 policoro (mt)

* **RECEPTIONIST**: customer reception; check-in; check-out (front-office)

**IT Skills**

A complete knowledge of MICROSOFT OFFICE (Excel, Word, Power Point, E-mail, Internet).

European  Computer  Driving  Licence (ECDL)

WORDFAST ANYWHERE ( basic)

**Foreign Languages**

**Italian:** Native

**English:** Fluent

**French:** Fluent

september 2009- february 2010: Erasmus in France (Bordeaux)

**English certification**: JETSET ORAL EXAMINER