

# *STEFANIA TOCCHI*



## **PERSONAL INFORMATION**

Name Stefania TOCCHI  
Address 76, Via Pescosolido, 00158 Rome (Italy)  
E-mail ironqoloq@tiscali.it  
Nationality Italian / Italian mother tongue  
VAT/ID N. TCCSFN71T69H501O

## **WORK EXPERIENCE**

### 2019-2020

Freelance translation, data search, social media content writing for a customer linked to the Outdoor Sports Activities.

### From 1998 to 2003 and from 2015 - present

Freelance translator, data entry, proofreading, data searching, content writer (mass-media, web, social media).

Language pairs: ENUK/ENUS-IT and IT-ENUK/EN US  
FR/IT (no slang) – FR/EN (no slang)

### 2012 (November) to 2014 (April)

Freelance for “Marcello Montalbano” hair and beauty salon – Rome (Italy)  
Web marketing and public relations. Web Content creation and web site translation from Italian to English and French.  
All activities dedicated to the web marketing (social networks, company site, paper marketing). Relations with external marketing suppliers.

### 2004 (March) 2011 (December)

EUROSYSNAV SAS - Rome (Italy).  
CMS Horizon (French-Italian Navy Project).  
Secretary to the project. Secretary to the Director. Secretary to the French-Italian staff. FR/EN-ITA document manager and translator.  
Front and Back office. Meeting and travel organization  
Working Languages: English, French and Italian.

### 2000 (October) 2003 (November)

Media-services - Rome (Italy)  
Japanese mass-media services coordination and company.

Deputy coordinator to all activities linked to Japanese mass-media shooting. Secretary to office activities. Internet data researcher. Photo shooting assistant. Translations (Japanese/English/French/Italian). All activities linked to Italian suppliers. Assistant to the administrative and technical services. Working languages: Japanese, English, Italian, French.

1999 (February) - 2000 (February)

Senate of the Italian Republic - Rome (Italy)

Secretary to the International Affairs Office

Back office, general translations, document manager, typewriting. All activities dedicated to the organization of meetings for the European and International Organizations such as: INCE, OSCE, NATO PA, UEO, European Council). Working Languages: Italian, English and French.

1999-2000

"JTB" and "I viaggi dietro l'angolo" - Rome (Italy)

Tour Leader dedicated to Japanese and US students visiting Rome.

Daily tour guide in Rome. Tour problem solving.

Working Languages: Japanese and English.

1996-1999

University of Rome "La Sapienza"- Rome (Italy)

P-T Fellow librarian (3 years scholarship holder)

All activities linked to the Foreign Languages Library (Oriental section): archive and loan management.

1993 (July-November)

GELOMAR - Rome - Italy - Import-Export - Rome (Italy)

Office Secretary.

Back and front office. Document translations: English/French/Italian). Typewriting.

## **EDUCATION BACKGROUND**

2009 - Confucius Institute at University of Rome "La Sapienza": Chinese Language (basic+intermediate+advanced)

2000 - University of Rome "La Sapienza"- Bachelor's Degree in Foreign Cultures and Languages (Japanese and Russian)

1999 - Japanese Language Certificate (intermediate 2) issued by the Japan Foundation -Rome - Italy

1992 - Photography Certificate issued by the Lazio region. - Rome - Italy

1990 - High School Degree - I.P.C. "A. Vespucci" - Rome - Italy

## **LANGUAGE SKILLS**

Italian	Native Language
English	Fluent (speaking, writing, reading) +business
French	Fluent (speaking, reading); Proficient (writing) + business
Japanese	Proficiency (speaking, writing, reading) +JLPT 2
Spanish	Conversant (speaking-writing); Fluent (reading)
Mandarin	Basic Knowledge (speaking, writing, reading) + HSK4
Russian	Basic Knowledge (speaking, riding), Conversant (reading)

## **COMPUTER SKILLS**

Proficient with OS: Windows 200, XP, Vista, Windows 10 and older vs. MAC OS 9.2

Basic knowledge of: Adobe Illustrator, Adobe Photoshop

Basic knowledge of: HTML, Joomla, Adobe InDesign Working knowledge of: Datastat, Microsoft Project

Cat tools: basic knowledge.

## **SKILLS AND COMPETENCES**

Able to work in team, self-motivated, have a sharp eye for detail and perform through revisions and proofreading, manage intercultural working, able to solve problems, understand governance and administrative systems, manages IT, able to manage changes, I am proactive and maintain a high level of communication with my employer guidelines; respect deadlines and always try to provide a fast turnaround.

## **HOBBIES**

Photography, Cinematography, Blog writing and social media marketing.

Rome, 19<sup>th</sup> February 2021

Stefania Tocchi