

PERSONAL INFORMATION

Valentina Caliendo

via Avellino 22, 81100 Caserta (Italy)

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WORK EXPERIENCE

20/02/2018–Present

Translator

TEKTIME – Traduzione libri

“Kingdom and Wisdom’s Parables “ di Aldivan Teixeira Torres

01/08/2017–Present

Translator

private

02/12/2006–Present

social operator

Associazione "Nero e non solo!"O.n.i.u.s., caserta (Italy)

- Information desk and assistance to immigrants;

- filling out forms on online portals

01/02/2018

Human Tagging

Compaign Deus, London (United Kingdom)

01/03/2018

Data entry operator

private

EDUCATION AND TRAINING

21/11/1999–02/11/2006

Lingue e civiltà orientali

University "L'Orientale", Napoli (Italy)

_ English, Arabic Hebrew

PERSONAL SKILLS

Mother tongue(s)

Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	C1	A2		C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Organisational / managerial skills

Good ability to adapt to multicultural environments and to relate to others, achieved thanks to the experience of the Civil Service

Digital skills

SELF-ASSESSMENT

Independent user	Proficient user	Proficient user	Proficient user	Proficient user
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Digital skills - Self-assessment grid

Good knowledge of Microsoft Office TM (Word TM, Excel TM and PowerPoint TM);