CURRICULUM VITAE

**Stefania Mauro**, born in Vicenza on 28/01/1972.

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Marital status: married

**Education**: Master's degree in Foreign Languages and Literature (four-year German course, three-year English course), final mark 110/110.

Language Teaching High School Diploma, final mark 48/60

University of Vienna Diploma (1993), level C1.

University of Cambridge Diploma (1995), grade “A”.

**Languages**: I speak and write English and German fluently and correctly. I express myself in correct Spanish. I have a high school knowledge of French.

**Work experience:**

**Current employment**:

**since 1999** I have been working as freelance translator, language teacher & consultant.

**From 2006 to 2014** I have been employed for 9 years as export sales clerk in a metalworking company: I would process orders, finalize confirmation of orders and manage customer service for English, German and Spanish speaking countries. In this job I was required to speak and write these three languages on a daily basis. I used to travel to European and non-European countries approximately every month.

**I dealt with the translation of catalogues and editorials, when necessary helping the marketing manager to write editorial articles.**

From 1991 to date: negotiations interpreter for Vicenza Trade Fair and for companies in Veneto, Tuscany, Austria and Germany.

From 1999 to date: **translation of technical and commercial documents.**

**Teaching of German, English and Italian (for foreigners) at various levels.**

From July 2005 to May 2006: I was employed by a company in the textile sector as sales clerk in the export department. More specifically, I dealt with sales and relations with foreign distributors, including regular visits to the sales force and to key accounts. I had daily contact, both telephone and written, with Germany, Spain and English-speaking countries.

I also assisted the marketing manager in the organization of various trade fairs, both in Italy and abroad, and of events linked to the technical sports clothing sector and wrote editorial articles for major sales campaigns.

From September 2001 to June 2005: as freelancer, **I worked as *language consultant* for companies and language schools, translating,** performing sales and export secretarial duties and teaching languages to managers and sales clerks. I was also involved in the trade fair sector, where I provided interpreting services.

From February 2000 to September 2001: I was employed as sales clerk.

**Work experience gained during my university studies**

Until January 2000: I worked on an occasional basis as tour leader for leading tour operators and for German companies, where I dealt with the *incentives* sector. I guided groups throughout the world (with the exception of Oceania).

From 1993 to 1997: I worked as guest assistant and village manager for a well-known tour operator in the USA and the Caribbean, Africa, the Far East, etc. (NB: this was seasonal employment, taking place during the winter and summer high seasons).

**Study periods abroad**: I attended a German course for foreigners at the University of Vienna, from 08/01/93 al 10/04/94.

I studied in London from 01/12/94 to 30/05/95 at the “Stanton School of English”.

Various other study periods both in European and non-European countries, with a duration of less than two months.

**Computer skills** Operating systems: Windows XP; knowledge of Microsoft Office 2000. Use of the Internet.

**Personal interests and skills**: I have been awarded CONI-FIN (Italian National Olympic Committee – Italian Swimming Federation) swimming certificate (advanced level 6); I also hold S.S.I. A.O.W.D. and 2nd level C.M.A.S. scuba diving certificates with relative specialization.

I am interested in marine biology and read nature and travel magazines.

I have always been passionate about travelling.

I am partial to South American, English and German fiction, which I read in original language.

I have a marked aptitude for interpersonal relationships.

I am an authorized tour guide for the city of Vicenza in the German and English languages.

References: on request.

I hereby authorize you to process my personal data, in compliance with Italian law 675/96.