*Curriculum Vitae*

**DALIA SILVESTRI**

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**PERSONAL PROFILE**

A highly self-motivated, enthusiastic and hard working person recent graduated with a 2:1 BSc in Modern Languages and Literature seeing an entry-level position to kick-start my professional career. My main strengths are determination and adaptability as proven by my varied work experiences in hospitality work, teaching languages and looking after children. Within a strong communication and organizational skills gained in several working and university environments, I’m always willing to learn new skills and be able to work independently or in a team setting.

**WORK EXPERIENCE**

* *October 2017 – June 2018 :* **Au Pair/Nanny** – Eastbourne and London (UK)
* *January 2017 – June 2017 :* **Self-employed as Spanish and Italian Teacher** – Italy
* *January 2017 – Now :* **Freelance Translator** – Italy / London

Specialized in Literary, Linguistics and Technical Translation.

Recently I’ve started working with Commercial and Legal Translation as well.

I’d rather work with Translation from Portuguese (Brazilian) to Italian.

Otherwise I translate also from English and Spanish to Italian too.

* *June 2016 – October 2016 :* CASAMAKI – Italy - **Waitress**
* Hands-on experience in setting tables and placing decorations
* Demonstrated ability to greet patrons, present menus, make food recommendations and answer questions regarding food and beverages
* Proven ability to communicate with kitchen staff, owners and colleagues
* Developed a good ability in working under pressure
* *2009- 2016:* BAR RED SCORPION – Italy- **Bartender and waitress**
* Lighten the workload of manager overseeing and ensuring all the operations of the business by managing the staff, daily deliveries and stock, training subordinates
* Solve routine daily problems
* Provide orders to customers, collect cash, and maintain proper accountability for orders and funds
* First-hand experience with point of sale system and cash register;
* *May 2016– February* 2017: SUSHIYA – Italy- **Waitress**
* Obtained a qualifying certificate in food protection (HACCP)
* Interaction with customers, handling customer phone calls and emails
* Provided friendly, courteous, and professional service, built customer fidelity

**EDUCATION AND TRAINING**

* 2013-2017 : **Bachelor’s degree in Modern Languages and Literatures**

UNIVERSITÀ DEGLI STUDI G. D’ANNUNZIO DI PESCARA (ITALY)

3-years bachelor program, mainly focused on introductory courses in study of literature and linguistics in each of the two major languages, that in my case are English and Portuguese, endowing the students with a solid, cross-area preparation, aimed at undertaking different professional career paths within companies in the areas of language consultancy, translation and cultural services. The program is also targeted at future teacher trainees.

* 8-11 October 2015, Lecce – Italy : **V SIMELP (Simpósio Mundial De Estudos De Língua Portuguesa)**

Hospitality and organization of several workshops. An academic certification attests my participation as member of the team.

* June 2012 : **Educational Internship**

“S HOTEL” SAN GIOVANNI TEATINO (ITALY)

One month of educational Internship in a hotel as Receptionist , Helpline, Hospitaliy, [Storage and maintenance](http://context.reverso.net/traduzione/inglese-italiano/storage%2Band%2Bmaintenance) hotel’s keys.

* 2008-2013: **High School Certification**

ISTITUTO TECNICO STATALE “TITO ACERBO” PESCARA (ITALY)

State institute for commerce and tourism.

**LANGUAGE ABILITIES**

* Italian: Native speaker
* Portuguese: Native speaker
* English: Vantage
* Spanish: Intermediate
* French: Basic

**PERSONAL SKILLS AND COMPETENCE**

* - Structured and focused, with a problem-solving attitude
* - Good ability to adapt to new multicultural environments
* - Team builder
* - Proactive and responsible
* - End-oriented work capacity
* - Ability to work transversally

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