

# CURRICULUM VITAE

## ROSA PALAZZO

### PERSONAL INFORMATION:

Date of birth: 30/10/1966  
Place of birth: Cambridge (UK)  
Address: Piazza dei Partigiani, 4 – S. Croce sull'Arno –Pisa - ITALY  
Tel. +39 0571 35355  
Fax. +39 0571 365819  
Mobile +39 347 2770414  
E-mail: [helpservice@helpservice.it](mailto:helpservice@helpservice.it) or [rosa@helpservice.it](mailto:rosa@helpservice.it)  
VAT REGISTRATION N°: 01052540505

### EDUCATIONAL BACKGROUND

- Obtained a diploma as Accounts Analyst at the Istituto Professionale per il Commercio (State Professional Institute for Commerce) of Fucecchio (FLORENCE)
- Foreign languages and literature at the University of Pisa

### FOREIGN LANGUAGE SKILLS

- **ITALIANO:** mother tongue
- **ENGLISH:** excellent
- **FRENCH:** intermediate level

### LANGUAGE COMBINATIONS:

- EN>IT
- FR>IT

### PROFESSIONAL EXPERIENCE

1986 – Shop assistant in a shoe shop in Kingston upon Thames, London

Since 1987 – co-owner of a translation bureau ([www.helpservice.it](http://www.helpservice.it)) with a fellow translator who translates from DE+EN>IT

### AREAS OF SPECIALIZATION

- footwear and footwear components
- tanning, hides and skins
- garments in leather and fur
- organic and organo-mineral manures and fertilizers
- wine and oil production
- chemical products, technical and safety specifications (in the leather and ceramic sectors)
- collaboration with an Italian laboratory for the translation of technical documents about HPLC instrumentation and application.

- mechanical and technical industry: translation of manuals of use and maintenance for machinery and accessories for the entire manufacturing process of leather, footwear, glass, bread, confectionery, air conditioning
- Indoor and outdoor furniture, furnishing accessories
- automotive industry, 2, 3 and 4-wheeled vehicles (translation of use and maintenance manuals)
- commercial and administrative correspondence in general, miscellaneous documents
- agency agreements, licensing agreements, articles of association, contracts in general, meeting minutes and reports
- legal deeds and documents, EEC Directives
- quadcopter and drones (e.g. HELICUTE® WAVE RAZOR, BREEZE YUNEEC, ALTIGATOR). Translations from the English language of the Instructions for use and interpreting during skype calls with the manufacturer.
- GDPR, privacy policies, cookie policies, online travel and related services
- numerous other sectors dealt with on an occasional basis in over 36 years of business. Any projects which are outside my specific areas of knowledge must be assessed on an individual basis before acceptance.

I am a qualified to provide sworn translations on request.

## **INTERPRETING**

Since 1987 I have acted as interpreter IT<>EN at trade shows for the following sectors: leather, footwear, leather goods and garments, indoor and outdoor furniture, wine and oil.

I have regularly attended the following trade shows, in Italy and abroad, for many years: MIPEL, MICAM, TREND SELECTION, LINEAPELLE, CHINA EXPORT COMMODITY FAIR, VINITALY.

I have worked on interpreting assignments at technical and business negotiations both in Italy and abroad (China, USA, Arab Emirates, Turkey, Sweden, United Kingdom, Germany, India, Bosnia and Herzegovina, Hong Kong and Japan).

## **COMPUTER SKILLS**

Windows, Microsoft Excel, Acrobat Reader, Power Point, Internet Explorer, Microsoft Outlook, MACINTOSH, ABBYYFineReader.

MAIN CAT TOOL: TRADOS 2019

Other cloud based CAT tools or CAT tools supplied by the customer.

## **PERSONAL CHARACTERISTICS**

I have a great passion for reading and travel. I possess excellent communication and organisational skills and am determined, enthusiastic and dedicated to my work.

**I hereby authorise the handling of my personal data pursuant to Italian Legislative Decree n° 196 dated 30/06/2003.**

Rosa Palau