

PERSONAL INFORMATION

Monica Bertoldi



 Via G. Marconi, 1/g - 38057 Pergine Valsugana (Trento - Italy)

 +39 0461 530051  +39 335 6868678

 info@studioalias.it - PEC: studioalias@pec-legal.it

 www.studioalias.it

Skype monicabertoldi

Sex female | **Date of birth** 08/05/1970 | **Nationality** Italian

Tax code BRTMNC70E48L378C | **VAT No.** 01614140224

WORK EXPERIENCE

from JAN 2010 to date

Project Manager

Public Library of Tenna, Calceranica, Caldonazzo and Levico (Trento)

Organisation and management of evening courses for adults in English, German, French and Spanish. Duration: 30/24 hours each.

Arrangement of the teaching material, entry and final tests, certificates of attendance.

Administrative management of the course: issue of invoices and control of payments.

from OCT 2011 to date

Project Manager

Sala Canopi / Centro Kairos - Pergine Valsugana (Trento)

Organisation and management of evening courses for adults in English, German, French and Spanish. Duration: 30/24 hours each.

Arrangement of the teaching material, entry and final tests, certificates of attendance.

Administrative management of the course: issue of invoices and control of payments.

from JAN 2017 to date

Project Manager

Public Library of Cembra-Lisignago (Trento)

Organisation and management of evening courses for adults in English and German. Duration: 24 hours each.

Arrangement of the teaching material, entry and final tests, certificates of attendance.

Administrative management of the course: issue of invoices and control of payments.

AUG 2015 Project Manager

Public Library of Calceranica and Caldonazzo (Trento)

Organisation and management of English and German courses for children of the Primary and Secondary School.

Administrative management of the course: issue of invoices and control of payments.

MAR-MAY 2016

Project Manager

Public Library of Baselga di Pinè (Trento)

Organisation and management of a German course for adults. Duration: 20 hours.

Arrangement of the teaching material, entry and final tests, certificates of attendance.

Administrative management of the course: issue of invoices and control of payments.

OCT 2013

Project Manager

Public Library of Grigno (Trento)

Organisation and management of a Spanish course for adults. Duration: 30 hours.

Arrangement of the teaching material, entry and final tests, certificates of attendance.

Administrative management of the course: issue of invoices and control of payments.

OCT 2012 - DEC 2014

Project Manager

Public Library of Roncesgno (Trento)

Organisation and management of evening courses for adults in English and German. Duration: 20 hours each.

Arrangement of the teaching material, entry and final tests, certificates of attendance.

Administrative management of the course: issue of invoices and control of payments.

- NOV 1999-FEB 2011 **Project Manager**
Public Library of Pergine Valsugana (Trento)
Organisation and management of evening courses for adults in English, German, French and Spanish. Duration: 30 hours each.
Arrangement of the teaching material, entry and final tests, certificates of attendance.
- SEP-NOV 2009 **Free-lance translator and post-editor**
Lionbridge Agency, Italy
- da OCT 1998 to date **English teacher**
Several courses organised by Public Libraries, private companies and training companies.
- JUL 1998 **Start-up of the “Studio Alias” language consultancy agency.**
Setting-up of my own company providing translations, interpreters and language courses to enterprises and individuals.
- FEB 1996-JUL 1998 **Free-lance translator /project manager / secretary**
Language Consulting & Communications Agency (Trento)
Collaboration as translator and proof-reader in English and Spanish.
Person in charge of secretarial work, accounting and search for new clients.

TEACHING

- MAR-MAY 2019 **English teacher**
Fondazione Franco Demarchi (Trento)
English course for adults (A1 Level) organised by the Fondazione Franco Demarchi at the Secondary School of Lavis (Trento). Duration: 30 hours.
- NOV 2018-FEB 2019 **English teacher**
Fondazione Franco Demarchi (Trento)
English course for adults (A2 Level) organised by the Fondazione Franco Demarchi at the Secondary School of Lavis (Trento). Duration: 30 hours.
- SEP-DEC 2016 **English teacher**
Strategie d'Impresa Company (Trento)
English courses (A1/A2/B1/B2 level) organised by the Strategie d'Impresa company at the Trentino Network company (Trento). Duration of each course: 12 hours.
- OCT-NOV 2016 **English teacher**
ISIT - Istituto Accademico per Interpreti e Traduttori (Trento)
English course (B1/B2) within the project for unemployed people “MODEM 2: Tirocinio all'estero per disoccupati” (Destination: Mosta-Malta). Duration: 22 hours.
- OCT 2016 **English teacher**
ISIT - Istituto Accademico per Interpreti e Traduttori (Trento)
English course organised by the Randstad - Formatemp training company at the Adige Spa company in Levico Terme (Trento). Duration: 8 hours.
- OCT 2016 **English teacher**
ISIT - Istituto Accademico per Interpreti e Traduttori (Trento)
English course (B1/B2) within the project for unemployed people “MODEM 2: Tirocinio all'estero per disoccupati” (Destination: Dublin-Ireland). Duration: 22 hours.
- SEP 2016 **English teacher**
ISIT - Istituto Accademico per Interpreti e Traduttori (Trento)
English course (B1/B2) within the project for unemployed people “MODEM 2: Tirocinio all'estero per disoccupati” (Destination: Valletta-Malta). Duration: 38 hours.
- JUL-OCT 2016 **English teacher**
Oratory of Cles (Trento)
English course and individual lessons (B2) for school teachers within the project “Let's speak English” organised by the BT Group Company of Trento. Duration: 27 hours.
- JUL 2016 **English teacher**
ISIT - Istituto Accademico per Interpreti e Traduttori (Trento)
English course (B1/B2) within the project for unemployed people “MODEM 2: Tirocinio all'estero per disoccupati” (Destination: Brighton-England). Duration: 32 hours.

- APR-MAY 2016 **English teacher**
Oratory of Cles (Trento)
English course (B2) for school teachers within the project "Let's speak English" organised by the BT Group Company of Trento. Duration: 14 hours.
- SEP-OCT 2015 **English teacher**
ENAIIP vocational high school of Borgo Valsugana (Trento)
Supply teacher on two classes (mechanics and electricians). Duration: 6 hours a week.
- OCT-DEC 2015 **English teacher**
Public Library of Sant'Orsola (Trento)
English course (A2) for adults. Duration: 20 hours.
- JAN 2010-APR 2015 **English teacher**
Public Library of Tenna, Calceranica, Caldonazzo and Levico (Trento)
Several English courses (A1/A2) for adults. Duration of each course: 30/24 hours.
- JAN-APR 2015 **English teacher**
Public Library of Sant'Orsola (Trento)
English course (A2) for adults. Duration: 20 hours.
- FEB-MAR 2014 **English teacher**
Zanetti Srl, Pergine Valsugana (Trento)
Business English lessons (B1). Duration: 10 hours.
- NOV 2011 -DEC 2014 **English teacher**
Sala Canopi / Centro Kairos, Pergine Valsugana (Trento)
Several English courses (A1/A2) for adults. Duration of each course: 30/22 hours.
- OCT 2013-JUN 2014 **English teacher**
Educationtime Spa (Milan)
Two English courses (A1/A2 -B2/C1) financed through the European Social Fund at the Graffiti company of Arco (Trento). Duration: 90 hours.
- FEB 2014 **English teacher**
Educationtime Spa (Milan)
Business English course at the FormAktion company in Bolzano. Duration: 16 hours.
- OCT-DEC 2013 **English teacher**
Public Library of Roncegno (Trento)
English course (A2) for adults. Duration: 20 hours.
- JAN-MAR 2012 **English teacher**
University of the Third Age, Pergine Valsugana (Trento)
English course (A1/A2). Duration: 20 hours.
- NOV 2011-JAN 2012 **English teacher**
ENAIIP vocational high school of Borgo Valsugana (Trento)
Business English course (B1) within the training project "Tecnico dei servizi di impresa". Duration: 20 hours.
- NOV 1999-FEB 2011 **English teacher**
Public Library of Pergine Valsugana (Trento)
Several English courses (A1/A2) for adults. Duration of each course: 30 hours.
- SEP-NOV 2010 **English teacher**
DBF Informatica Snc (Rovereto)
English course financed through the Social European Fund within the training project "Inglese e tedesco per l'ufficio (B1-B2)". Duration: 114 hours.
- JUL 2010 **English teacher**
Fidia S.r.l. (Trento)
English course (B1/B2) financed through the Social European Fund within the training project "IT Administrator: tecnico certificato per la gestione delle reti informatiche nei contesti organizzativi". Duration: 22 hours.

- APR-JUL 2010 English teacher**
DBF Informatica Snc (Rovereto)
English course financed through the Social European Fund within the training project "Inglese e tedesco per l'ufficio (B1-B2)". Duration: 107 hours.
- MAY-JUN 2010 English teacher**
Fidia S.r.l. (Trento)
English course (B1/B2) financed through the Social European Fund within the training project "Tecnico per la progettazione e la gestione di servizi e-government". Duration: 40 hours.
- MAR 2010 English teacher**
Fidia S.r.l. (Trento)
English course (C1/C2) financed through the Social European Fund within the training project "Inglese e tedesco per lo sviluppo del turismo trentino". Duration: 40 hours.
- MAR 2010 English teacher**
Fidia S.r.l. (Trento)
English course (B1/B2) financed through the Social European Fund within the training project "IT Administrator: tecnico certificato per la gestione delle reti informatiche nei contesti organizzativi". Duration: 18 hours.
- DEC 2009 English teacher**
Fidia S.r.l. (Trento)
English course (A1/A2) financed through the Social European Fund within the training project "Sviluppo di competenze linguistiche di base ad uso professionale" held in Carzano (Trento). Duration: 18 hours.
- DEC 2009 English teacher**
Fidia S.r.l. (Trento)
English course (A1/A2) financed through the Social European Fund within the training project "Sviluppo di competenze linguistiche di base ad uso professionale" held in Borgo Valsugana (Trento). Duration: 16 hours.
- JAN-FEB 2006 English teacher**
Sys-dat Consulenze (Trento)
English courses (B1/B2) for the persons in charge of the information and communication management in the small and medium-sized enterprises financed through the European Social Fund. Duration: 60 hours.
- NOV 2005-JAN 2006 English teacher**
University of the Third Age, Pergine Valsugana (Trento)
English course (B1). Duration: 20 hours.
- JAN-MAR 2004 English teacher**
Sys-dat Consulenze (Trento)
English course (A1/A2) for environmental operators financed through the European Social Fund. Duration: 40 hours.
- MAY-JUL 2003 English teacher**
Sys-dat Consulenze (Trento)
English course (A1/A2) financed through the European Social Fund. Duration: 72 hours.
- NOV 1999-APR 2001 English teacher**
Public Library of S. Michele all'Adige (Trento)
Several English courses (A1/A2) for adults. Duration of each course: 40 hours.
- JAN-APR 2000 English teacher**
Villotti S.n.c. (Trento)
English course (A1/A2) financed through the European Social Fund. Duration: 30 hours.
- NOV 1999-JAN 2000 English teacher**
Learning Center (Bolzano)
Several multimedia English courses (A1/A2) for the disabled financed through the European Social Fund. Duration of each course: 20 hours.

- NOV 1999 **English teacher**
Learning Center (Bolzano)
Drawing-up of the material for teaching English to the disabled through the personal computer.
- MAR-JUN 1999 **English teacher**
Council for Community Policies, Emigration and Development Cooperation -
Province of Trento
English course (A1/A2).
- MAR-JUN 1999 **English teacher**
Tecnoclima, Pergine Valsugana (Trento)
Business English lessons (B1).
- OCT-DEC 1998 **English teacher**
Sys-dat Consulenze (Trento)
English course (A1/A2) for adults financed through the European Social Fund. Duration: 60 hours.

TRANSLATING

from and into English

- Furnishing** brochures, technical charts and tender specifications.
- Cooperation** texts regarding international projects, community programmes and cooperation activities of various kind.
- Building** technical charts of building products, projects regarding requalification and multi-purpose facilities.
- Information Technology** manuals about software, hardware e-commerce, wireless networks electronic devices.
- Medicine** articles about Legionnaire's disease and brochures about sterility assurance products.
- Music** presentations of classical music events and shows.
- Project Management** material to test candidates in the field of company project management.
- Art** descriptive brochures about works by international artists for several exhibitions.
- Business/finance** tender documents, contracts for the sale/purchase of goods, sustainability reports, material for business-related training courses, corporate balance sheets.
- Law** legal documents of various kind for several law firms.
- Advertising** promotional material for several hotels and accommodation facilities, internet websites, presentations of events, shows and products of various kind.
- Technical** instructions manuals, descriptions of equipment, processing plants, industrial products of various kind.
- Tourism** descriptions of hotels, tourist resorts, winter and summer activities of various kind.
- Wine** descriptions of wine-making plants and wine products of various kind.

TRANSLATING

from Spanish into Italian

Documents of various kind for individuals.

INTERPRETING

- APR 2008 **Organiser / companion / English interpreter**
Dublin (Ireland)
Short trip with a group of students taking part in the English courses organised at the Public Library of Pergine Vals. (Trento).
- JAN 2000 **Companion / English interpreter**
Embassy CES Language Training Centre, Folkestone (England)
Study trip as part of a graphic design course organised by the Learning Center of Bolzano.
- MAY 1996 **Spanish interpreter**
Language Consulting & Communications (Trento)
Interpreter on the phone at the Federazione Trentina delle Cooperative of Trento.

EDUCATION AND TRAINING

- JUN 1999 **CPE “Certificate of Proficiency in English”, University of Cambridge** Language certification
Centro di Lingue Moderne, Trento
- FEB-JUN 1999 **English course to prepare for the CPE exam.** English specialisation course
Centro di Lingue Moderne, Trento
- JAN 1999 **“Language Adviser”** Training course
“Luigi Heilmann” Interfaculty Centre for Theoretical and Applied Linguistics - University of Bologna
Course organised in collaboration with the IN LINGUA School of Modena within the EU “Euroformazione Difesa MI.S.S.I.L.E.” Project aiming to train teachers to teach English to the troops located in several Italian barracks by means of a software program.
- OCT-NOV 1998 **“Sviluppo delle competenze informatiche e telematiche di occupati: Internet e Intranet”** Training course
Accademia di Commercio e Turismo, Trento.
Duration: 48 hours.
- APR-SEP 1998 **“Sestante - Guida al progetto di sviluppo individuale e professionale”** Training course
Accademia di Commercio e Turismo, Trento.
- DEC 1997 **Degree in Foreign Languages** Higher education/ University
University of Trento
Thesis entitled “Territorial Changes in the English Black Country”.
Mark: 100/110 - Languages: English and Spanish.
- NOV 1995 **English course (C1/C2)** English specialisation course
Kingsway English Centre, Worcester (England)
Duration: one month.
- AUG 1994 **Spanish course (C1/C2)** English specialisation course
Novalingua Language School, Barcelona (Spain)
Language lab and one-to-one lessons. Duration: one month.
- FEB 1992 **English course (C1/C2)** English specialisation course
Academy of English Studies, Dublin (Ireland)
Duration: one month.
- JUL 1991 **Spanish course (B1/B2)** English specialisation course
University of Malaga (Spain)
Optional course about bullfighting. Duration: one month.
- JUL 1989 **High school certificate in scientific studies** Higher education/ University
Istituto Arcivescovile (Trento)
Mark: 42/60.

PERSONAL SKILLS

Mother tongue Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	C1	C2	C2	C2	C1
CPE Certificate of Proficiency in English, University of Cambridge					
SPANISH	B1	B2	A2	A2	A2
GERMAN	A1	A2	A1	A1	A1

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

Communication skills

I have good communication skills, acquired especially thanks to the several language courses held over the years. I can communicate easily with people of different ages, social backgrounds and education levels, establishing a positive relationship. I am able to understand the mood of the people I work with and to make them feel at ease. I always have great respect for others, as I believe this is a key factor in today's society. When necessary, I can be strong-willed and carry through my ideas with determination while always being well-mannered and respectful.

Organisational / managerial skills

My early working experiences allowed me to acquire a variety of organisational and management skills. I had the opportunity to learn the tax and bureaucratic procedures related to an independent business, allowing me to establish my *modus operandi* when it was time to set up my own business. Overall, I have always had a talent for organising activities and feel very satisfied when people are happy with my work. I am a precise, organised person and I always try to face difficulties with a positive, rational approach. I like to work in a team and I try to establish good relationships with my colleagues.

I consider myself a genuine, reliable person and I always do my utmost to complete the tasks assigned to me. When I consider there are not the right conditions to do a good job, I prefer not to take on an assignment.

Professional capabilities

Over the years, I have acquired broad experience in the field of translations and language courses. As a free-lance translator, I have been able to use my language and personal skills to offer my clients a high-quality service. I have learnt to organise my work in the best way, even with very close deadlines, and I have always tried to communicate with my clients so as to ensure a state-of-the-art service.

As a teacher, I base my work on my professional training and I have always tried to adapt my teaching method to the people taking part in the courses I have held. I have learnt how to listen to my students, to understand their difficulties and to make them feel at ease so as to establish a serene, friendly atmosphere. This is how I have achieved excellent results and had great satisfaction.

My professional development has also been boosted by running my own business, thanks to which I have acquired new skills in the fiscal, administrative and management field.

Computer skills

I use the computer on a daily basis both for my work and in my free time and I have a very good knowledge of the IT tools I use:

Software:

Office 2010 package, Windows7 operating system, ABBYY FineReader.

CAT Tools:

SDL Trados 2007 Freelance, SDL Trados Studio 2011.

Excellent collection of paper and CD-Rom dictionaries.

Hardware:

Asus Notebook N53SV, 15,6" monitor, Intel Core i7 2630QM processor, 12GB RAM, Realtek HD Audio with customisable equalizers, 2x Blu-ray, DVD-Writer Combo, 3x USB 2.0, 1x USB 3.0, 1x HDMI, Multi Card Reader, VGA port, Wifi, BlueTooth, Windows 7 Home Premium 64-bit.

Colour printer-scanner-photocopying machine EPSON, Series WF-2630.

Internet connection: fibre optic network.

- Other skills** I am a very dynamic person and I practise many sports, such as tennis, skiing and golf.
I like reading, especially English novels, going to the cinema, listening to music and taking photos that I then store in digital albums.
I love nature and feel serene when I am immersed in untouched natural environments.
I love travelling and getting to know the culture and habits of the countries I visit.
- Driving licence** B
- Personal data** I authorise the use of my personal data pursuant to art. 13 of EU Regulation 2016/679 (General Data Protection Regulation - GDPR), in force since 25 May 2018.

Monica Bertoldi



Pergine Valsugana, 15.03.2019