

Katia M. Grillo

Goal oriented, self-motivated, critical thinker, team player, fast learner, adaptable, reliable.

Experienced in languages services management, languages teaching, interpreting and translation, customer services, international business, business management.

Sectors: Hospitality, reception supervision, business management, education, languages solutions for medical legal settings, money transfer, scientific research, recycling, electronics, food industry.

Education

- **Old Dominion University** BA in Foreign Languages (Spanish) Minor in Physics
- **University of Virginia** Teaching Licensure
- **Fundação Getúlio Vargas** Business Administration

Employment History

- 2020 - Suffolk Public Schools **Spanish teacher**
- 2019 - Volatia **Spanish Medical Interpreter**
- 2019 - CLI **Portuguese Medical Interpreter**
- 2018- 2019 Norfolk Public Schools **Spanish Teacher**
- 2017- Virginia Court System **Spanish, Portuguese, Italian Interpreter**
- 2017 - Hello Globo Languages Solutions **Medical and legal interpreter**
- 2016 - 2017 ODURF Center Accelerator Science **Research Assistant**
- 2015 - 2016 ODU Peer Program **Tutor - Spanish, Italian, Physics**
- 2011 - 2013 Western Union (Italy) **Business Development Representative**
- 2011 - 2013 SENDIT Money Transfer (Italy) **Director**
- 2009 - 2011 RIA Italia (Italy) **Business Development Representative**
- 2007 - 2009 Vittorio Emanuele Hotel (Italy) **Reception Supervisor**
- 2004 – 2009 World Communication (Italy) **Business Manager**
- 2004 - 2013 Court and Civil Records of Catania **Interpreter / Translator**
- 1996 - 2003 Cricket Idiomas **Director**
- 2000-2003 USA Commercial Services Office **Freelance interpreter / translator**
- 1999-2003 MDY Corporation **Business Representative**
- 1996-2003 Cricket Idiomas Ltda **Director / Owner**
- 1996-1998 SAMSUNG Eletrônica da Amazônia **Logistics Coordinator**
- 1992-1996 CARGILL Agricola S.A. **Logistics Supervisor**
- 1990-1992 Hotel Alpino ***** **Front-desk Supervisor**

Relevant Skills

- Languages services solutions for businesses.
- Consecutive and simultaneous interpreter, translator, subtitling, and teaching of English, Spanish, Portuguese, and Italian. Language tutor.
- Hotel group sales, bookings, front desk, and customer service supervision (team of 8; 80 rooms).
- Events planning, organizing, and coordination, from 50 to 300 attendees.
- Executive assistant, preparation of agenda, meetings, planning of domestic and international travels.
- Payroll, banking, payables, accounts reconciliation, cash handling (Euro 70,000 a day).
- Quantitative and graphic data analysis.
- Writer of production sheets, managerial and production reports.
- International sales and international business in the industrial and financial sector.
- Money transfer vendor contracts (120 new vendor openings/year), Southern Italy assigned territory, approximately 1,000 vendors, 20,000 operations a day,
- Prospection of new vendors, training, software installation and maintenance, after sales follow up.
- Sale of rotary and tilting aluminum recycling furnaces, and ingot lines (US\$700 K to US\$1,5 million).
- Logistics coordination, intermodal freight contracts negotiation, scheduling, transport of packaged finished products, fractionated, bulk grains, bulk liquid, bulk solid (150 trucks a day, plus 50 railcars a week).
- Computer literacy: Microsoft Office, C++, LabView, MatLab, LaTeX, CS Suite 2016.