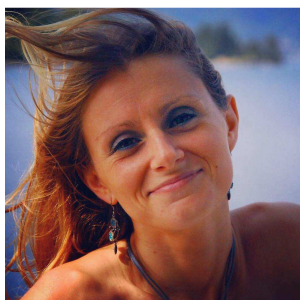


PERSONAL INFORMATION



 Via Vigne 29B, 21025 - Comerio (VA) Italy

 +39/338 - 4620576

 danielaboito@gmail.com

Sex Female | Date of birth 24/02/1981 | Nationality Italian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Secretary / Receptionist / Translator / Marketing Assistant /
Commercial Assistant / Customer Service / Purchasing Assistant /

WORK EXPERIENCE
03/10/2012 – 31/05/2015

Secretary / Purchasing Assistant

TTB Engineering SA

- Answering service
- Secretary
- Orders management and storage
- Direct contact with suppliers
- Logistic management of spare parts into all over the world
- Electronic calendar management for holidays, diseases and meetings
- Translation of mechanical reports
- Welcoming of suppliers and clients

Business or sector Grinding machine assembly – Engineering company

10/01/2012 – 30/09/2012

Commercial Assistant

Ferriere di Stabio SA

- Answering service
- Secretary
- Creating offers to clients
- Direct contact with Production
- Codification and update of new articles (screws and bolts)
- Technical translations from English and German into Italian

Business or sector Leader company in production of special bolts and screws

30/06/2009 – 31/05/2011

Commercial Employee for art field

Arvi SA

- Following Auction's from all over the world
- Direct contact with clients – Organisation of exhibitions/events
- Taking photos of works of art (paintings, tastevins and other collection articles)
- Direct contact with artistic Institutes and Foundations for signatures and certifications of works of art.
- Translations of the internet sites from Italian into English
- Archive management of all the works of art

Business or sector world's largest trader of fine and rare wines together with works of art

EDUCATION AND TRAINING

- 2005 **Master in Technique and Practice of Translation and Interpreting**
SSIT (Scuola Superiore Traduttori ed Interpreti) (Varese)
- 2003 – 2004 **Degree in Linguistic Mediation (English and German)**
SSIT (Scuola Superiore Traduttori ed Interpreti) (Varese)
- 2000 – 2003 **Master in Technique and Practice of Translation and Interpreting**
Diploma in Translation and Interpreting (Varese)
- 1994 – 1999 **Linguistic secondary school**
Istituto Rosetum (Varese)

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	C1	C1	C1	C1	C1
French	A2	A2	A2	A2	A2
Spanish	A2	A2	A2	A2	A2

Communication skills

- I like working with people in a team, talking with many people every day.
- I have a cheerful and sociable character. After obtaining the degree I did the experience of temporary jobs like hostess during events and meetings and I also worked as hotel receptionist for some months in the Province of Varese, and there I realized that I love working and talking together with people during my working day.

Organisational / managerial skills

- I'm able to organize my daily work, I like working in a team of organized people.
- I can also work alone doing translation and concentrating myself without distractions.
- Till now I have always worked as assistant so I can organize the agenda of the chief, I can organize and manage exhibitions or similar events.
- I manage telephone calls without problems and also meeting calendars.

Job-related skills

- Very good skills in translation from German and English into Italian
- Cheerful character, good skill to welcome people and entertain them by speaking about interesting arguments
- I'm creative, I like inventing slogan, logos, sentences or assembling images into advertisement. I can take professional photos and elaborate them with Photoshop. (Photography is my first hobby)
- I like precision in my jobs, therefore I try to do to the best every day.
- I like multi-tasking jobs in order to learn something every day and to be helpful to other colleagues.

Computer skills

- Good command of Microsoft Office™ tools
- I'm able to use Mac system
- I'm able to use Photoshop / Power Point and I can realize Internet sites with simplified programs like "Wix".

Driving licence

- B

Other skills

- Photography (semi-professional level)
 - Camera: Nikon D80
 - Lenses: 18-200 f 3.5 + 24-70 f 2.8 + 80-200 f 2.8
 - Flash: SB 600

ADDITIONAL INFORMATION

Publications
 Presentations
 Projects
 Conferences
 Seminars
 Honours and awards
 Memberships
 References

- I have studied music and played the piano for 5 years
- I have attended several photography courses:
 - Artistic Photography
 - Wedding Reportage
 - Photoshop
 - Street photography