

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name	<b>DIERNA LUCIA STEFANIA</b>
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Nationality	Italian
Date of birth	26 December 1968

**WORK EXPERIENCE**

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| <ul style="list-style-type: none"><li>• Dates (from – to)</li></ul>                    | From February 1998 up to now   |
| <ul style="list-style-type: none"><li>• Name and address of employer</li></ul>         | Province of Foggia, , FIAT IVECO Ltd, Century Ltd, Honeywell Technical Services Ltd, 'Koinè' Ltd, SMIA IVECO, Gruppo Mare Ltd, etc.  |
| <ul style="list-style-type: none"><li>• Type of business or sector</li></ul>           | Local government body, automotive industry, industrial equipment (especially conditioners) manufacturer, technical services industry, communication agency, industrial machinery import-export company   |
| <ul style="list-style-type: none"><li>• Occupation or position held</li></ul>          | <b>Translator from / into English</b>  |
| <ul style="list-style-type: none"><li>• Main activities and responsibilities</li></ul> | Translator of official correspondence, official documents and projects for funding (especially about environment and local governments); translator of brochures about tourism and in general about the promotion of Foggia Province; technical translator of manuals and advertisement brochures; translator of commercial agreements, etc. |
| <ul style="list-style-type: none"><li>• Dates (from – to)</li></ul>                    | From April 2001 up to now  |
| <ul style="list-style-type: none"><li>• Name and address of employer</li></ul>         | Province of Foggia, 'Multimedia' of Foggia, Century Ltd, Honeywell Technical Services Ltd, FIAT IVECO Ltd, etc.  |
| <ul style="list-style-type: none"><li>• Type of business or sector</li></ul>           | Local government body, PR agency, industrial equipment (especially conditioners) manufacturer, technical services industry, automotive industry  |
| <ul style="list-style-type: none"><li>• Occupation or position held</li></ul>          | <b>Consecutive interpreter from / into English</b>   |
| <ul style="list-style-type: none"><li>• Main activities and responsibilities</li></ul> | Interpreter of English, also of specialized language (food, environment, advertisement, mechanics, electrics, industrial machinery, etc.)  |
| <ul style="list-style-type: none"><li>• Dates (from – to)</li></ul>                    | From February 2003 up to now   |
| <ul style="list-style-type: none"><li>• Name and address of employer</li></ul>         | 'ENAIP' of San Severo (FG) and EPCPEP (FG)   |
| <ul style="list-style-type: none"><li>• Type of business or sector</li></ul>           | Public education, vocational training  |
| <ul style="list-style-type: none"><li>• Occupation or position held</li></ul>          | Teacher  |
| <ul style="list-style-type: none"><li>• Main activities and responsibilities</li></ul> | Teacher of English both to teens and adults (both general and specialized language)  |
| <ul style="list-style-type: none"><li>• Dates (from – to)</li></ul>                    | March-April 2004 / from 26 October 2002 to 22 February 2003  |
| <ul style="list-style-type: none"><li>• Name and address of employer</li></ul>         | CEPU of Foggia / Centro Studi Levante  |
| <ul style="list-style-type: none"><li>• Type of business or sector</li></ul>           | Educational and vocational tuition / Private school  |
| <ul style="list-style-type: none"><li>• Occupation or position held</li></ul>          | Tutor / Teacher  |
| <ul style="list-style-type: none"><li>• Main activities and responsibilities</li></ul> | Teacher of English and French languages and literatures ( <i>base, intermediate and intermediate-advanced levels</i> )   |

<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer</li> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and responsibilities</li> </ul>	<p>March / April 2004</p> <p>Town Hall of Orta Nova (FG)</p> <p>Local government body</p> <p>Training period</p> <p>Enterprise funding law advisor</p>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer</li> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and responsibilities</li> </ul>	<p>October/November 2003</p> <p>'Redmond Academy' of Foggia</p> <p>Private school</p> <p>Teacher</p> <p>Teacher of English (computer language) within the National Operative Program (PON) at the Public High School 'C. Poerio' of Foggia</p>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer</li> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and responsibilities</li> </ul>	<p>From October 2001 to January 2002; from 02-05-2002 to 31-08-2002 and from 24/08/2001 to 29/09/2001</p> <p>AVIS (Associazione Volontari Italiani Sangue) Comunale of Foggia</p> <p>Third sector</p> <p>Consultant/ secretary</p> <p>Event organizer, editor, etc.; helped to manage the blood donation in the greatest AVIS centre of the southern Italy</p>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer</li> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and responsibilities</li> </ul>	<p>From 14/07/2000 to 28/02/01</p> <p>ADECCO Ltd -Tozzi Sud Ltd</p> <p>Switchboards manufacturer company</p> <p>Multilingual executive secretary</p> <p>Intermediary in the English and Italian language communication, written and spoken, from and to the company; support to company, business and staff management</p>

## EDUCATION AND TRAINING

<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and type of organisation providing education and training</li> <li>• Principal subjects/occupational skills covered</li> <li>• Title of qualification awarded</li> </ul>	<p>From 17 November 2003 to 27 marzo 2004</p> <p>General Federation of Italian Commerce SME – Women tertiary sector - Foggia</p> <p>How to start up a business and to search for funding opportunities. Funding laws. Business planning. Communication psychology. Information technology. English.</p> <p>Enterprise advisor</p>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and type of organisation providing education and training</li> <li>• Principal subjects/occupational skills covered</li> <li>• Title of qualification awarded</li> <li>• Level in national classification (if appropriate)</li> </ul>	<p>19 December 2000</p> <p><b>University of Bari</b></p> <p>English language and literature; French language and literature; Italian language and literature; History; Anthropogeography; Linguistics; German philology; Philosophy of language; Didactics; Psycholinguistics</p> <p><b>Degree in Foreign Languages and Literatures</b> (final mark: 105/110)</p> <p>(Master's degree equivalent to the II level degree in Italian classification)</p>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and type of organisation providing education and training</li> <li>• Principal subjects/occupational skills covered</li> <li>• Title of qualification awarded</li> </ul>	<p>July 1987</p> <p>Classical Lyceum "V. Lanza" of Foggia (final mark: 60/60)</p> <p><b>Latin</b>, Greek, Italian, English, History of Art, History, Philosophy, Mathematics, Physics, Chemistry, Biology, etc.</p> <p>Secondary school diploma (60/60)</p>

## PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE      **ITALIAN**

OTHER LANGUAGES

### **English**

- Reading skills      Excellent
- Writing skills      Excellent
- Verbal skills      Excellent

### **French**

- Reading skills      Excellent
- Writing skills      Excellent
- Verbal skills      Good

### **Latin**

- Translation skills and grammar competence      Excellent

## SOCIAL SKILLS AND COMPETENCES

I have a natural bent to communication and human exchange.

This quality has influenced the choice of my course of study, my interests and, when possible, my work. In this last respect, suffice it to mention my jobs as a teacher, interpreter, translator, secretary, PR and third sector worker.

All my world turns around language, exchange, communication.

## TECHNICAL SKILLS AND COMPETENCES

Completed an ECDL course. Mastery of translation software such as Trados and Wordfast. Good knowledge of graphics and publishing programs.

## DRIVING LICENSE(S) Additional information

B category vehicle driving license  
References available upon request