

Curriculum Vitae



Personal information

Surname(s) / First name(s)	Vicari Cinzia	
Address(es)	40128 Bologna- Italy	
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E-mail(s)	cinziavicari@outlook.it	

Nationality (-ies)	Italian
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Date of birth 21/3/1964

Work experience

Dates	Since 11/1996 to date
Occupation or position held	Project Manager
Main activities and responsibilities	Translations and project development and follow-up Sworn translations
Type of business or sector	Translation agency in the hinterland of Bologna, my native town
	Project manager: Assessment and selection of mother tongue professionals for multi-language projects Request for quotation: Evaluation of the offers Final decisions Job assignment

Occupation or position held	Freelance translator
	Technical translations: User guide manuals Instruction manuals Technical requirements Technical datasheet Patents Technical skill acquired thanks to the 30-year experience. In depth analysis of the machinery/devices/instruments of the customer. Strict cooperation with technicians to solve the issues connected with the translation of technical documentation. Check with mother tongue translators for the selection of technical glossaries and documentation. Support to the customer for the description of items
	Business: Translations of: Memorandum of association Articles of association Business report Certified accountant report Balance sheet Loss and profit account
	Legal field: translations of: Confidential agreements Non-disclosure agreements Joint venture agreements Sole distribution agreements Distribution agreements Business proposals Court orders All a.m. translations are made in cooperation with lawyers
	Sworn and legalized translations

Education and training	
Dates	1976 - 1981
Title of qualification awarded	Diploma di Liceo Linguistico
Principal subjects/Occupational skills covered	Linguistic and cultural studies of chosen languages (English/German)
Name and type of organisation providing organisation and training	Liceo Linguistico - Bologna- Italy
Level in national or international classification	Diploma
Dates	1982 – 1986
Title of qualification awarded	Interpreter/Translator
Principal subjects/Occupational skills covered	Technical translations, interpreting
Name and type of organisation providing organisation and training	S.S.I.T. (Scuola Superiore Interpreti e Traduttori), Bologna, Italy
Other notes	I've been working as a translator for more than 30 years My jobs feature precision, accuracy, analysis of the language. I am reliable, always meet the deadlines, To me, it is important the quality of the job done not the time you need for it.
Dates	2011 Ruolo Periti ed esperti della Camera di Commercio di Bologna Expert of the Chamber of Commerce of Bologna Role no. 1072 2016 Translator of the court of Bologna Expert Role no. 4636/2016

Personal skills and competences																					
Mother tongue	Italian																				
Other language(s)																					
Self-assessment																					
European level (***)																					
English																					
German																					
	<table><tr><th colspan="2">Understanding</th><th colspan="2">Speaking</th><th>Writing</th></tr><tr><td>Listening</td><td>Reading</td><td>Spoken int.</td><td>Spoken prod.</td><td></td></tr><tr><td>C1</td><td>C1</td><td>C1</td><td>C1</td><td>C1</td></tr><tr><td>B1</td><td>B1</td><td>B1</td><td>B1</td><td>B1</td></tr></table>	Understanding		Speaking		Writing	Listening	Reading	Spoken int.	Spoken prod.		C1	C1	C1	C1	C1	B1	B1	B1	B1	B1
Understanding		Speaking		Writing																	
Listening	Reading	Spoken int.	Spoken prod.																		
C1	C1	C1	C1	C1																	
B1	B1	B1	B1	B1																	
Technical skills	Electrical, electronic and mechanical engineering, law and legislation, general business																				
Computer skills and competences	Microsoft Windows 7 Microsoft Windows 10 Microsoft Office 2010 Open Office Adobe Acrobat 11 Professional Trados MemoQ Wordfast																				