

Erica Bonzi

Personal Information

- **Date of birth:** Rho (MI) ITALY, 23-02-1987
- **Address:** 19, Via Garibaldi - 20010 - Pogliano M.se (MI) - ITALY
- **Nationality:** Italian
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Personal Skills and Competences

Reliability, efficiency and punctuality are the distinctive characteristics of my working performance. My great passion for foreign languages, in particular **English, German** and **Spanish**, allows me to immerse myself with dedication and enthusiasm in all the activities I carry out. Thanks to my dynamic, communicative and flexible personality, I easily adapt myself to the different needs of each Customer. I always try to give the best of me in terms of punctuality and quality, and I willingly accept any suggestion or advice in order to constantly improve the quality of the services I provide. As a freelance translator my goal is to keep on growing in this field, gaining experience and building up my business.

Foreign Languages

- **Italian** Mother tongue
- **English** Active and Passive Translations
Proofreading Services
Teaching (from elementary to advanced level)
- **German** Active and Passive Translations
Proofreading Services
Teaching (from elementary to advanced level)
- **Spanish** Active and Passive Translations
Proofreading Services
Teaching (from elementary to advanced level)

Education

- 2006 - 2009 **BA Degree in Language Mediation (EN, DE, ES).** Final mark: **110/110 cum laude**
Scuole Civiche di Milano, Dipartimento di Lingue, Milan
- 2001 - 2006 **High School Diploma - A Level (EN, DE, ES).** Final mark: **100/100**
Liceo Scientifico Linguistico Falcone Borsellino, Milan

Work Experience

- Jan '08 - today ***EBL Italia – Freelance Translator***
In collaboration with a team of professionals, I started up this Translation Agency in order to provide various kinds of linguistic services to Private Customers, Companies and other Translation and Interpreting Agencies. Some of my Customers:
 - **TRANSLATION-PROBST** – Winterthur (CH). We work steadily for this Swiss Translation and Interpreting Agency, providing various linguistic services in our languages of specialization.
 - **snom technology Srl** – Milan (IT). For this German multinational, a worldwide leader in the VoIP telephony market, we provide the Italian version of English and German manuals, technical and advertising material, etc.
 - **GN Netcom Jabra Srl** – Milan (IT). For this Danish company, a worldwide leader in the Telecommunication sector, we look after the Italian version of all the marketing and technical material (brochures, press releases, data sheets, surveys, technical reports,...).
 - **iSIS Srl** – Pavia (IT). We provide the English, German and Spanish version of the websites this company develops (recent examples: www.aliceinternationalgroup.com – www.portopollo.it – www.derpa2009.it).
 - **Altesys S.p.A.** – Assago (IT). We translate from English into Italian the manuals of the products sold by this company: headsets, VoIP products and GSM gateways.

- Sept '07 - today **You & Europe Srl – Insegnante di lingue**
For this private Language School based in Rho, Milan (Italy), I teach English, German and Spanish (from elementary to advanced level) in different contexts: in-company courses, group courses and individual lessons for all age brackets.
- Jun - Jul 2005 **Veronelli Viaggi Srl – Training**
Front and back office activities, marketing and administration training both in the Travel Agency and in the Tour Operator.
- Jun - Jul 2004 **Agenzia Editoriale Gruppo E.S. Srl – Training**
Reviews, interviews and proofreading activities. I developed organisational, relational and operational skills as well as sense of responsibility and independence.

Certificates and Experience Abroad

- Sept 2008 **DELE Superior: Official Certification in Spanish - Instituto Cervantes, Milan (IT)**
- Advanced C2
- May 2006 **Business English intensive Course - Libera Università di Lingue e Comunicazione IULM, Milan**
- Apr 2006 **ZMP: Official Certification in German - Goethe Institut, Milan**
- Pre-advanced C1
- Mar 2006 **FCE: Official Certification in English - British Council, Milan**
- Upper intermediate B2
- Sept 2005 **English intensive Course - Hammersmith College, London**
- Pre-advanced C1
- May 2005 **DELE Intermedio: Official Certification in Spanish - Instituto Cervantes, Milan**
- Upper intermediate B2
- Sept 2004 **German intensive Course - DID Deutsch-Institut, Berlin**
- Upper intermediate B2
- May 2004 **ZD: Official Certification in German - Goethe Institut, Milan**
- Upper intermediate B2
- Nov 2003 **PET: Official Certification in English - British Council, Milan**
- Intermediate B1
- Sept 2003 **German intensive Course - DID Deutsch-Institut, Munich**
- Intermediate B1

Computer Skills and Competences

- Excellent knowledge of : Windows 95/98/XP/Vista - Macintosh
- Excellent knowledge of Microsoft Office (Word, Excel, Access, Power Point, Outlook)
- In general, good confidence with the use of computer and the main CAT Tools