

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

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| Name | MINEO ALBERTO |
| Address | 58, Via Manzoni, 35126, Padova |
| Telephone | +39 348 8734931 |
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| E-mail | <u>albertomineos@gmail.com</u> |
| Nationality | Italian |
| Date of birth | 31 OCTOBER 1960 |

WORK EXPERIENCE

- Dates (from – to) **2005 to present**
- Name and address of employer Alberto Mineo - Padova
- Type of business or sector Translation, editing, localisation, copywriting and interpreting services
- Occupation or position held Owner
- Main activities and responsibilities Operational and commercial management of the business, translation and editing services, management of multilingual projects with the collaboration of external professionals, coordination of internal collaborators.

- Dates (from – to) **1998 to 2004**
- Name and address of employer Faci s.c.a.r.l. - Milano
- Type of business or sector Translation, editing, localisation, copywriting and interpreting services
- Occupation or position held Employee
- Main activities and responsibilities Operational and commercial management of the business, translation and editing services, management of multilingual projects with the collaboration of external professionals, coordination of internal collaborators.

- Dates (from – to) **1988 to 1997**
- Name and address of employer Tradutec-ATD s.r.l. - Padova
- Type of business or sector Translation, editing, localisation, copywriting and interpreting services
- Occupation or position held Employee
- Main activities and responsibilities Translation, editing and interpreting services, management of multilingual projects with the collaboration of external professionals, coordination of internal collaborators. Co-management of the agency working with the owner, management of the agency during the absence of the owner.

- Dates (from – to) **1983 to 1987**
- Name and address of employer Alberto Mineo - Padova
- Type of business or sector Translation, editing, localisation, copywriting and interpreting services
- Occupation or position held Owner
- Main activities and responsibilities Translation, editing, localisation, copywriting and interpreting services

EDUCATION AND TRAINING

• 1975 to 1980

- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

Classic Lyceum

High school diploma (classical studies)

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

ENGLISH

EXCELLENT

EXCELLENT

EXCELLENT

FRENCH

EXCELLENT

GOOD

EXCELLENT

SPANISH

GOOD

BASIC

BASIC

PORTOGUESE

GOOD

BASIC

BASIC

SOCIAL SKILLS

AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

TRAINING IN THE MANAGEMENT OF A WORK COOPERATIVE FOR DISADVANTAGED PEOPLE AT THE CARITAS DIOCESANA OF PADUA AND CARRYING OUT COMMUNITY SERVICE AT THE COOPERATIVA AMICIZIA OF PADUA, BOTH IN THE OCCUPATIONAL THERAPY CENTER AND IN THE REHAB COMMUNITY FOR DRUG ADDICTS.

ORGANISATIONAL SKILLS

AND COMPETENCES

Coordination and administration of people, projects and budgets: at work, in voluntary work (for example culture and sports) and at home, etc.

MANAGEMENT OF PROFESSIONAL ACTIVITIES WITH THE COORDINATION OF BOTH EXTERNAL AND INTERNAL COLLABORATORS. EXTERNAL COLLABORATORS ARE MOSTLY FOREIGN NATIONALS. ABILITY AND SKILLS ACQUIRED AND REFINED OVER THE YEARS.

**TECHNICAL SKILLS
AND COMPETENCES**
*With computers, specific kinds of
equipment, machinery, etc.*

ADVANCED USE OF COMPUTERS IN A WINDOWS ENVIRONMENT, GOOD IN LINUX ENVIRONMENT. MACRO PROGRAMMING, USE OF GRAPHICS PROGRAMS, DESKTOP PUBLISHING AND EXTENSIVE USE OF CAT TOOLS (WORDFAST AND ATRIL DEJA-VU 3). WEBSITE CREATION AND MANAGEMENT, CONNECTIVITY MANAGEMENT BOTH OF AT LOCAL (LAN) AND EXTERNAL (WAN) NETWORKS. PROGRAMMING NOTIONS IN HTML, PHP AND JAVA. OTHER IT SKILLS.

**ARTISTIC SKILLS
AND COMPETENCES**
Music, writing, design, etc.

MUSIC (CLASSICAL, JAZZ AND ROCK GUITAR, KEYBOARDS, MUSIC PRODUCTION), WRITING (SHORT STORIES), ACTING (AMATEUR COMPANY), PHOTOGRAPHY (INCLUDING SOFTWARE ENHANCEMENT AND RETOUCHING)

**OTHER SKILLS
AND COMPETENCES**
Competences not mentioned above.

BESIDES MY BUSINESS ACTIVITY, FOR MANY YEARS I HAVE RUN AN ASSOCIATION FOR MEDITATION AND PERSONAL GROWTH, AND I ALSO HAVE ATTAINED SEVERAL DIPLOMAS IN MASSAGE AND MEDITATION TECHNIQUES. I HAVE WORKED EXTENSIVELY AS A MASSEUR AND HOLISTIC OPERATOR, PROVIDING COUNSELLING AND PSYCHOLOGICAL SUPPORT. DURING THE 90S I WORKED FOR A LONG TIME IN A SELF-HELP ASSOCIATION FOR PEOPLE WITH AIDS, IN THE ASSISTANCE AND FIRST CONTACT SERVICE AND PROVIDING INFORMATION ACTIVITIES IN HIGH SCHOOLS.

DRIVING LICENCE(S)

B LICENCE

ADDITIONAL INFORMATION

ANNEXES
