



Curriculum Vitae Europass

Personal information

First name / Surname	Silvia Falzetta
Address	Via Marsala, 18 63821 Porto Sant'Elpidio (FM) – Italy
Telephone	(+39) 0734 909663
Mobile	(+39) 333 3426306
E-mail	silvia.fal@hotmail.it silvia.falzetta@gmail.com
Skype	silvia.falzetta
Nationality	Italian
Date of birth	25th November 1982
Gender	Female

Work experience

Dates	From 2008 – present
Occupation or position held	Freelance translator
Working language combination	English > Italian - Spanish > Italian
Main activities and responsibilities	Execution of translation, revision and transcription works for translation agencies, companies and privates. Main projects achieved in these years: <ul style="list-style-type: none">- Translation of a website about biogas plants,- Translation of several documents about renewable energies,- Translation of different texts about tourism and means of transport,- Translation of different types of technical manuals (electric/electronic devices, medical appliances, industrial equipment, etc.),- Translation of self promotional websites,- Translation of administrative documents, business letters and contracts,- Translation of several brochures and price-lists,- Translation of terms and words for Google Advert,- Transcription of conferences, seminars and meetings.
Specialized in	Advertising and public relations, business and commerce, conversation/greetings/letters, electronics, electrical engineering, energy and power generation, general, Internet and e-commerce, IT, marketing.
Dates	2003 – 2005
Occupation or position held	Office employee – Foreign department
Main activities and responsibilities	Administrative documentation management – Export department
Name and address of employer	Dezi & Virgili – Licensed public accountant Via Canada, 3 63821 Porto Sant'Elpidio (FM) – Italy

Education and training													
Dates	2005 - 2009												
Title of qualification awarded	Doctor in Disciplines for Linguistic Mediation (Degree thesis in “Translation and culture: a look at tourism translation”; final assessment: 106/110)												
Principal subjects	Foreign languages (English, Spanish, Chinese): consecutive/liaison interpreting and translation of texts about business, tourism, gastronomy, linguistics, advertising, media and law; Political and business economy; IT; Comparative labour law; International law; General linguistics.												
Name and type of organization providing education and training	University of Macerata C.so Garibaldi, 115/A 62012 Civitanova Marche (MC) – Italy												
Level in international classification	Undergraduate course												
Dates	1997 – 2002												
Title of qualification awarded	Company management technician – Foreign trade Final assessment: 100/100												
Principal subjects	Foreign languages (English, French); Law; Mathematics and Business economy; Geography; History; Italian literature and Computer science.												
Name and type of organization providing education and training	Istituto professionale “Ezio Tarantelli” C.so Baccio, 32 63811 Sant’Elpidio a Mare (FM) – Italy												
Level in international classification	High school diploma												
Personal skills and competences													
Mother tongue	Italian												
Other languages													
English													
Spanish													
Chinese													
	<table><tr><th>Reading</th><th>Writing</th><th>Spoken interaction and production</th></tr><tr><td>Excellent</td><td>Excellent</td><td>Excellent</td></tr><tr><td>Excellent</td><td>Excellent</td><td>Excellent</td></tr><tr><td>Elementary</td><td>Elementary</td><td>Elementary</td></tr></table>	Reading	Writing	Spoken interaction and production	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Elementary	Elementary	Elementary
Reading	Writing	Spoken interaction and production											
Excellent	Excellent	Excellent											
Excellent	Excellent	Excellent											
Elementary	Elementary	Elementary											
Social skills and competences	Study holiday in Spain – “Universitat de Lleida” (2007)												
Computer skills and competences	<ul style="list-style-type: none">- Excellent knowledge of operating systems including Microsoft Windows (particularly, all the Office applications such as Word, Excel, Power Point and Internet Explorer) and Mac OS x.- Specific knowledge of the translation software Trados 2007/2009.												

Rates

- Proofreading: 0,01 Euro/source word
- Translation: 0,04 Euro/source word (Fuzzy: 0,02 and Repetitions: 0,01)
- Transcription: 1,30 Euro/minute

I accept payments via Bank transfer, Paypal and Moneybookers.

References and translation samples available upon request.