

## Curriculum Vitae

**SARA G. CAPRA**



### FREELANCE

Corneliano D'Alba (CN)- ITALY

Tel.+39 328.6860822

sara.tcd4u@yahoo.it

Driving licence, car available

## PROFESSIONAL PROFILE – FREELANCE

### Translator and Interpreter

(English/French/German/Spanish > Italian)

### Teacher and Personal Tutor

(English/French/German /Italian and foreign Literature)

### Trade Fair Hostess

(English/French/German < > Italian)

### Tour Courier and Guide

(English/French/German < > Italian)

### Journalist

(Italian, English and French)

## LINGUISTIC SKILLS

**ITALIAN** native speaker

**ENGLISH** spoken, written and understood: excellent

**FRENCH** spoken, written and understood: excellent

**GERMAN** written and understood: excellent, spoken: fair

**SPANISH** spoken, written and understood: basic

**Specialization Parlances for Translations and Interpretation:** trade, food, wine and enology, tourism, technics, literature, journalism, advertisement, textile, medicine (anatomy, psychology, pedagogy, pediatric nursery, sociology, anthropology), arts (painting).

## EDUCATION

### -MASTER COURSE FOR TECHNICAL TRANSLATION

EN>IT>EN

2012, S.S.I.T. Pescara

### -GRADUATE DIPLOMA FOR TRANSLATION & INTERPRETATION

Specialized in English and German

1999/2003, Turin University

### -EDUCATION AND LINGUISTIC HIGH SCHOOL

Specialized in English, French and German

1994/1999, Leonardo da Vinci High School

### -SPANISH COURSE

2006/2008, Adult Education Centre

### -TOUR GUIDE COURSE: Alba and Langhe hills

1999, Alba Tourism Centre

## CERTIFICATIONS AND CREDITS

- Eighth position at the Literary Competition "Margherita Del Piano Giamello" with the short story "Dormirò con il tuo perdono" ("Forgiven I'll sleep")- March 2000

- Credit at the Literary Competition "Cesare Pavese" with the poem "Essere" ("Being") - February 2000

- Winner of the Literary Competition "La Non-Violenza via alla pace e alla giustizia" with the short novel "...E il deserto fiorirà" ("...and the desert will bloom")- June 1998

- International Certificates **Langue Française A1 e A2 DELF Level Certificates**, Centre Culturel Français, Turin, November 1998

## ABROAD STAYS

Study Holidays: Pontoise (FR), Böblingen (DE), Bath (UK)

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### JOB EXPERIENCES

- **FOREIGN TRADE SECRETARY**, TEXTILE SECTOR  
from 2005, for INTESA C. SRL , Guarene d'Alba (CN, Italy)
- **TEACHER**, EDUCATION SECTOR  
2006/2008, for ISTITUTO D'ANNUNZIO, Alba (CN, Italy)
- **FOREIGN TRADE SECRETARY**, FOOD SECTOR  
2003/2004, for BARBERO GROUP , Alba (CN, Italy)
- **TRANSLATOR, INTERPRETER, SECRETARY**,  
2003, E.M. TRADUZIONI , Alba (CN, Italy)
- **BILINGUAL LINGUISTIC TUTOR**, SEDUCATION SECTOR  
2002/2003, for PRIVATE FAMILIES , Berlin (DE)
- **RECEPTIONIST**, EDUCATION SECTOR  
2001/2002, for IH INTERNATIONAL HOUSE , London (UK)

### MAIN EXPERIENCES FOR EACH SECTOR

-**TRANSLATION** daily trade correspondence in different languages, many translations of **food labels and product profiles**, many translations of **contracts**, many translations of **touristic files**, some translations of **internet sites**, some translations of **artistic reviews**, some translations of **magazines articles** (wine and enology, society and culture, medical/obstetrics/psychology, pedagogy).

-**INTERPRETATION**: many experiences of **negotiation interpreting** (textiles, food and dairy, wine and enology), some experiences as **shop assistant and interpreter** in local shops of food specialities.

-**TEACHING AND TUTORING**: from 2006 to 2008 **English and French teacher** (grammar, literature, business language) for Istituto D'Annunzio (Alba-CN-Italy), many experiences of **private English courses** (all levels, business English), many experiences as **private personal tutor** for foreign languages study, some experiences as **e-learning teacher** (Moodle platform).

-**FAIR HOSTESS**: many experiences as interpreter/hostess for trade fairs for wine and enology, food and dairy, textiles, technical and publishing sectors.

-**TOUR COURIER AND GUIDE**: many experiences as **touristic/cultural courier** (Alba, Langhe, Roero), interpreter and assistant for **tours at wine cellars**.

-**JOURNALIST**: some experiences of articles' writings for local magazines and newspapers (culture, society, psychology, news...).

### IT SKILLS

Excellent knowledge of Windows, Word, Office, Excel, Outlook Express and Internet. Good knowledge of Adobe Acrobat, Photoshop, Dreamweaver, Publisher. Basic knowledge of CAT tools (Trados e Wordfast), of File Maker Pro&, AS400 and Galileo. Good knowledge of e-learning platforms (Moodle).

### INTERESTS

I like very much reading and travelling, I am interested in psychology and parental coaching, I am part of a group of volunteer mothers (daily contact with English files from La Leche League International)

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