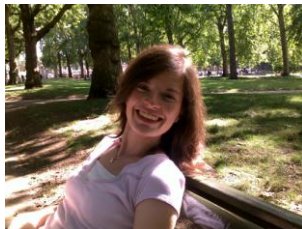


Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)

Address

Telephone number

E-mail(s)

Nationality

Date and place of birth

Gender

VAT number

Language combinations

Specialisation fields

Work experience

Dates

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Address

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

Name and address of employer

Address

Type of business or sector

Dates

Occupation or position held

Main activities and responsibilities

Freelance translator/proofreader GB>IT>GB, ES>IT

Fanny De Monte

Via G.Negri 16
I-31010 Maser (Treviso - Italy)

+ 39 338 4501457

fannydm83@gmail.com

Italian

23 January 1983 – Valdobbiadene (Treviso – Italy)

Female

04589920265

GB>IT>GB, ES>IT

Technical texts: user's and maintenance manuals, technical sheets, product briefs, catalogues and price lists, assembly instructions, etc (sectors: furniture, lighting, design, building, architecture, clothing, power generation, winemaking, cooking appliances, etc).
Legal texts: contracts, agency agreements, proxies, certificates, privacy policies, etc.

January 2013 → present date

Freelance translator/proofreader/interpreter

10 September 2007 → 06 January 2013

In-house translator / proofreader

Translation and proofreading works (specialised in technical and legal texts for the GB<>IT and ES>IT combinations), management of translation projects, management of contacts with the translation agency clients.

Just!Venice

I-30121 Venice (Italy)

Translation agency based in Venice and Treviso

20 June 2007 – 10 September 2007

Secretary/assistant

Contact with clients and first assessment of their demands; order and product delivery management; normal office activity (database management, administration tasks)

Gandin

I-32043 Cortina D'Ampezzo (Italy)

Advertising agency

20 September 2006 - 20 December 2006

Support to event organization (Italian literature department) - internship

Support to event organization and normal office activities; translation, reports and press releases about the events organized; contact with persons and schools interested in attending Italian courses

Name and address of employer	Italian Cultural Institute
Address	Park Avenue 686 10001 New York (United States)
Type of business or sector	Promotion of Italian culture
Dates	May 2006 – June 2006
Occupation or position held	Internship
- Main activities and responsibilities	Assistant to sales staff; contact with foreign customers; entry of orders, translations.
Name and address of employer	Zuegg S.p.A.
Address	Via Francia 6 37135 Verona
Type of business or sector	Food sector

Education and training

Dates	10 September 2002 - 21 July 2005
Title of qualification awarded	Degree in translation and interpreting (BA)
Principal subjects / occupational skills covered	Study of foreign languages (English and Spanish, grammar, literature and culture), translation and interpreting methods and techniques, practice of translation and interpreting, in-depth study and analysis of historical, social and culture issues at international level
Name and type of organisation providing education and training	Ca' Foscari - University of Venice (University)
Address	Riviera Santa Margherita 76 – 31100 Treviso
Dates	20 February 2006 - 20 September 2006
Title of qualification awarded	Postgraduate degree in languages for international trade
Principal subjects / occupational skills covered	Study of foreign languages (English and German), international marketing, accounting, international trade, business plan and balance sheet analysis and drawing, marketing techniques
Name and type of organisation providing education and training	University of Verona (University)
Address	Lungadige Porta Vittoria, 41, 37129 Verona (Italy)
Dates	20 September 2004 - 20 December 2004
Title of qualification awarded	Erasmus programme
Principal subjects / occupational skills covered	Translation; Spanish for business and tourism; study of Spanish (grammar and culture)
Name and type of organisation providing education and training	Universidad de Zaragoza (University)
Address	C/ Pedro Cerbuna, 12, 50009 Zaragoza (Spain)
Dates	15/07/2001 - 04/08/2001
Title of qualification awarded	Course attendance certificate
Principal subjects / occupational skills covered	English course for foreigners in Dublin
Dates	19/07/2003 - 04/08/2003
Title of qualification awarded	Course attendance certificate
Principal subjects / occupational skills covered	English course for foreigners in Dublin

Personal skills and competences

Mother tongue(s)

Italian

Other language(s)

Self-assessment

European level ()*

English

Spanish / Castilian

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Beginner	A2	Beginner	A2	Beginner	A2	Beginner	A2	Beginner

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

- Team spirit
- Ability to adapt to multicultural environments gained through my experience abroad (New York, University of Zaragoza)
- Ability to adapt to any situation gained through my experience in the event organisation sector

Organisational skills and competences

- Ability to organise and manage projects and complex tasks
- Organisational spirit
- Ability to work under pressure

Technical skills and competences

- Thanks to the work carried out as a translator, in-depth knowledge of technical and legal text translation

Computer skills and competences

Advanced knowledge of Microsoft office (Word, PowerPoint, Excel), Internet Explorer, Google Chrome, Firefox, Adobe
 CAT tools: Wordfast ([Advanced – 5-year experience, online course on Proz.com](#))
 Basic knowledge: InDesign, Photoshop
 Internet connection; ADSL

Driving licence(s)

B

I give my consent to the processing of my personal data pursuant to applicable regulations.

Fanny De Monte