



Europass Curriculum Vitae



Personal information

First name / Surname **Maria Rosaria Cioffi**
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Nationality Italian
Date of birth 16th March 1974

Occupational field

TECHNICAL TRANSLATOR

Work experience

Dates	1998 onwards
Occupation or position held	<i>FREELANCE TECHNICAL TRANSLATOR EN> IT – DH > IT</i>
Main activities and responsibilities	Economics and Finance; Legal Translation, Legal Documents; Biomedical Documentation; Industrial equipment, Games, Information technology, Archeology; Shipping, trade and tourism
Name and address of employer	Communication Trend Italia - Milan Engineering s.r.l. - Rome Shady Traduzioni & Interpretariato - Milan Business & Languages s.r.l. – Naples Legal Translation office – Milan Legal Translation services in berlin
Dates	2004 onwards
Occupation or position held	<i>GERMAN TEACHER</i>
Type of business or sector	Education (secondary school)
Name and address of employer	Professional Institute of State for Tourism “Cavalieri” – Milano
Dates	2006
Occupation or position held	<i>ITALIAN LANGUAGE TEACHER FOR FOREIGN WORKERS</i>
Type of business or sector	Human Resources
Name and address of employer	<i>During</i> s.p.a. Recruitment agency – Milan
Dates	2006-2007
Occupation or position held	<i>QUALIFIED TEACHER OF BUSINESS ITALIAN FOR FOREIGN STUDENTS</i>
Type of business or sector	Education (Secondary school)
Name and address of employer	Professional Institute of State for Tourism “Cavalieri” – Milano
Dates	2005
Occupation or position held	<i>FREELANCE TOURIST GUIDE</i>
Type of business or sector	Tourism
Name and address of employer	Guide Centre – Authorized Guide- Sorrento (NA)

EDUCATION AND TRAINING

Dates	2004
Name and type of organization providing education and training	Isabella Blum (translator) - Milan
Principal subjects/occupational	Text typologies; translation strategies;
<i>Title of qualification awarded</i>	SEMINAR "THE EDITORIAL TRANSLATOR AND THE TRANSLATION FOR THE PUBLISHING HOUSES"
Dates	2003
Name and type of organization providing education and training	Communication Trend Italia - Milan
Principal subjects/occupational	The Balance Sheet structure; the double-entry method and book-keeping procedures; terminology management tools.
<i>Title of qualification awarded</i>	SPECIALIZED QUALIFICATION FOR TRANSLATORS IN ECONOMICS AND FINANCE
Dates	2002
Name and type of organization providing education and training	A.I.T.I. (Italian Translators Association) Emilia Romagna
Principal subjects/occupational	Déja Vu 3; SDLX Translation Suite Professional & Standard; Wordfast.
<i>Title of qualification awarded</i>	SEMINAR ON CAT TOOLS AND TOOLS FOR TRANSLATORS
Dates	2001
Name and type of organization providing education and training	Advanced School of modern languages for Interpreters and Translator
Principal subjects/occupational	Translation memories and localization (EN>IT), principles of programming languages.
<i>Title of qualification awarded</i>	COURSE IN LOCALIZATION FOR TRANSLATORS
Dates	2011
Name and type of organization providing education and training	Province of Milan
Principal subjects/occupational	Tourism geography ; Touristic legislation; Art History; Sightseeing Tours; Archeological sites and monuments. (Italy and Foreign Countries)
<i>Title of qualification awarded</i>	TOUR LEADER LICENSE
Dates	2004
Name and type of organization providing education and training	Regione Campania
Principal subjects/occupational	Touristic legislation; Art History; Sightseeing Tours; Archeological sites and monuments.
<i>Title of qualification awarded</i>	TOUR GUIDE LICENSE FOR FOREIGN TOURISTS
Dates	2001-2003
Name and type of organization providing education and training	The post-graduate School of Specialization for secondary school teachers - University Institute "Orientale"
Principal subjects/occupational	Analysis of the English language; analysis of the German language; Culture and didactics of the English language; culture and didactics of the German language; Psychology; Linguistics.
<i>Title of qualification awarded</i>	POST-GRADUATE TEACHER TRAINING FOR SECONDARY SCHOOL TEACHERS (SSIS)
Dates	June 1999
Name and type of organization providing education and training	University Institute "Orientale" - Naples
Principal subjects/occupational	English language and literature; German language and literature; Italian literature; linguistics; Germanic philology;
<i>Title of qualification awarded</i>	LAUREA DEGREE IN FOREIGN LANGUAGES AND LITERATURE (110 with honours/110)

Dates	1997/98
Name and type of organization providing education and training	Università di Köln (DH) – Studente Erasmus
Title of qualification awarded	German Mittelstufe
Dates	June 1992
Name and type of organization providing education and training	Institute "Nino Cortese" Maddaloni (mark: 58/60)
Title of qualification awarded	SCHOOL-LEAVING CERTIFICATE SECONDARY SCHOOL SPECIALIZING IN SCIENTIFIC SUBJECTS

PERSONAL SKILLS AND COMPETENCES

Mother tongue	Italian
Other languages	English C1
	German C1/C2
Social skills and competences	Team work Mediating skills Intercultural skills I can establish and maintain good working relations with people of different national and cultural backgrounds)
Organisational skills and competences	Planning and stress management skills; Good organizational, time management and problem-solving skills and the ability to work accurately and meet deadlines
Technical skills and competences	Competent with: - MICROSOFT OFFICE programs and some experience with HTML (ECDL license) - CAT PROGRAMS: Trados, Déjà Vu X; SDLX, Idiom Workbench, Wordfast
Computer skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Artistic skills and competences	10 year pianoforte diploma – Benevento music school
Other skills and competences	Extremely organized person Tenacious and enthusiastic Open-minded and flexible Creative and innovative Hard working and trustable
Driving licence	B