

## PERSONAL INFORMATION

## Ilaria Giuseppini

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 Skype ily\_smile

Sex Female | Date of birth 28/05/1987 | Nationality Italian

## WORK EXPERIENCE

10/2009 – 12/2009

## trainee

INVIAGGI s.r.l.  
27, Viale della Stazione, 05100 Terni (Italy)

Front-office duties (greeting guests, answering phone calls); observation of the activities of the travel agency and active participation (online research and booking, copying and scanning documents, creating travel plans, making reservations)

Business or sector Travel agency

05 November 2012 – 25 February  
2013

## trainee

Flavours of Italy, Ltd., Edinburgh (United Kingdom)

As an Account Manager Assistant I performed both front-office tasks (greeting guests, answering phone calls) and back-office activities (management of Italian staff and suppliers contacts, e-mail correspondence, expenses check, CV evaluation, researches, translations)

## Freelance translator

Textmaster.com

Translation of technical texts (english>italian; french>italian, mandarin chinese>italian), i.e. computer, technology, tourism.

07 November 2012 – 14  
November 2012

## text collector

Appen Butler Hill, 9 Help Street (Australia)  
<http://www.appenbutlerhill.com/home>

Coming up with different ways (vocal orders) to request things from electronic devices such as smart phones and televisions.

Business or sector Linguistic Technology

## EDUCATION AND TRAINING

October 2010 – 16 April 2013

## 2nd level degree/ Postgraduate degree in Foreign Languages for International Communication

Università degli Studi di Perugia,

English language and literature  
Chinese language and literature (Dissertation: "The Silent Holy Stones": translation and analysis of the movie in the context of Third Cinema in China)  
Computational linguistics  
Economics

10/2006 – 05/2010

## 1st level degree/ Bachelor degree in Foreign Languages Applied to Business

Università degli Studi di Perugia,  
 English language and literature  
 Chinese language and literature  
 Linguistics  
 Economics and Marketing

09/2001 – 07/2006 **Secondary school diploma (scientific certificate)**

Liceo Scientifico Renato Donatelli,  
 English  
 French  
 Italian and Latin  
 Mathematics and Science studies

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Chinese	B1	B1	B1	B1	B1
French	B1	B2	B1	B1	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.cerl.eu)

**Communication skills** I prove myself as an effective team player by being a good listener and a respectful and helpful team member. I have great team spirit and excellent ability to adapt to multicultural environments; I had the opportunity to gain these skills through my work experience abroad and during my course of studies.

**Job-related skills** Highly skilled in greeting and interacting with guests in a professional manner; experience in answering telephone and taking reservations.

**Computer skills** Excellent computer skills (operating systems, word processing, electronic spreadsheets, internet). Good command of video/audio editing softwares (Windows Movie Maker, Goldwave...), subtitling softwares (Subtitle Workshop), CAT tool (Omega-T). Great interest in social media and social networks.

**Other skills** As an English tutor for a secondary school kid and an assistant gym teacher for children and teenagers, I have developed good communication skills, patience and self-control, which are necessary in interactions with kids of different ages.

**Driving licence** B