

# Francesco Faieta

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## SUMMARY OF QUALIFICATIONS

- Over 5 years' experience in Italian language teaching
- Strong background in language course management
- Proven skills in translation
- Demonstrated ability to work in multicultural environment
- Professional communication skills include fluency in English, Italian, Spanish and Portuguese
- Graduate of FMU University of Sao Paulo in English – Portuguese Translation
- Computer skills include:
  - MOS Certification, internet and email
  - Translation Tools such as MemoQ, Trados and Wordfast

## PROFESSIONAL EXPERIENCE

### Volunteer Translator

2018

Medical News Bulletin, Toronto, Canada

- Translation of medical bulletins from English to Italian

### General Manager

2016 – 2018

Faieta Idiomas Language School, São Paulo, Brazil

- Recruitment strategy and market analysis
- Plan, develop and implement recruitment plan
- Financial management
- Assist in developing ideas for school recruiting
- Assist with student programs
- Accounts payable and receivable controls
- General management

### Italian teacher

2012 – 2016

Faieta Idiomas, São Paulo, Brazil

- Teach Italian classes
- Elaborate and correct activities
- Apply tests
- Monitor student development
- Participation in pedagogical meetings and other activities related to the position

**Translator**

2013– 2017

Faieta Idiomas Language School, São Paulo, Brazil

- Technical, general, academic texts and legal translation from Italian to English, Italian to Portuguese, Portuguese to English and vice versa
- Proofreading and checking documents for appropriate formatting, spelling, grammar.

**Flight attendant**

2010– 2012

Neos Air, Milan, Italy

- Perform in-flight service duties
- Provide customer service and assistance to passengers
- Operate mechanical and emergency safety equipment
- Provide assistance and timely communication to passengers during emergency and unusual incidents

**Flight attendant**

2009– 2010

Livingston Air, Milan, Italy

- Perform in-flight service duties
- Provide customer service and assistance to passengers
- Operate mechanical and emergency safety equipment
- Provide assistance and timely communication to passengers during emergency

**EDUCATION**

**International Business** - Post-secondary program

2018 - 2020

Centennial College, Toronto, Canada

**UCPP Course** (University/College Preparation Program)

2018

SGIC School, Toronto, Canada

**Degree of Business Management**

2018

*Metodista* University, São Paulo, Brazil

**Bachelor of Translation and Interpretation (English – Portuguese)**

2017

FMU University, São Paulo, Brazil

**REFERENCES**

- Available Upon Request