

PERSONAL INFORMATION **DANIELA FANFARILLO**

 **ROME - ITALY**  
*Nationality* **Italian**

## WORK EXPERIENCE

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- Jan 09-present **Virtual Assistant / Translator**  
**SoS Office**  
Business or sector: various industries
- Mar.01-Jan.09 **Personal Assistant to Managing Director**  
**Cephalon (ex Zeneus / Elan Pharma / Segix Spa), Rome**  
Business or sector : pharmaceutical
- Jun. 00-Mar. 01 **Executive Assistant**  
**Technip S.p.A., Rome**  
Business or sector : engineering, construction, oil & gas
- May 99-Nov. 99 **Customer Service Assistant**  
**Procter & Gamble Italia S.p.A., Rome**  
Business or sector : consumer products
- Mar. 96-Oct. 98 **Tour Manager**  
**Cosmos / Globus Travel Services S.A., London**  
Business or sector : tourism
- Jan. 95-Jan. 96 **Secretary**  
**Stampaleader S.r.l., Rome**  
Business or sector : publishing
- Jul.93-Jun.94 **Telephone Interviewer / Translator**  
**MAI / NOP Research Ltd, London**  
**ISIS Research / Fieldwork International, London**  
Business or sector : market research
- Apr. 90-Jun. 93 **Administrative Assistant**  
**Librex S.p.A., Rome**  
Business or sector : publishing

## EDUCATION AND TRAINING

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- 2002 "The new skills and competences of a Personal Assistant" course  
Istituto Internazionale di Ricerca – Rome  
▪ customer orientation, problem solving, time management, communication techniques
- 1993 **Master's Degree in foreign languages and literatures** 110/110 with honours  
University Roma Tre, Rome  
▪ linguistics, English, French, Russian
- 1992 **Russian language and translation course** Grade A  
Puškinskij Dom Institute - St. Petersburg  
▪ advanced Russian language, translation techniques

PERSONAL SKILLS

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Mother tongue Italian

Other languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	advanced	advanced	advanced	advanced	Advanced
			Level C1		
French	intermediate	intermediate	intermediate	intermediate	Intermediate
			Level B1		
Russian	basic	Basic	basic	basic	Basic
			Level A1		

Communication skills Exposure to a variety of cultures enhanced my natural communication attitude

Organisational / managerial skills Planning and organizational skills developed thanks to daily management of complex working situations

Job-related skills Full professional proficiency of English due to working experiences abroad and/or with English speaking clients

Computer skills

- Advanced working knowledge of Office tools
- Internet
- e-mail

Other skills Working in various positions improved my ability to adapt to different business fields and to develop a great flexibility

Driving licence Driving licence – own car

ADDITIONAL INFORMATION

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Publications Translation from Russian to Italian of novel “Moroz” – published in magazine Slavia <http://www.slavia.it/n1995002.htm> 1995

Cultural exchange Санкт-Петербургский государственный технологический институт (технический университет) – St. Petersburg 1992

References Available on demand