

CURRICULUM VITAE



Cinzia Novi

Via Santo Pietro, 2 – 56011 Calci (PISA) - ITALY
Italian citizenship
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COURSE OF STUDY

Degree in Languages and Literatures (English) – 4 years, 1989, vote 110/110.
High School Diploma (50/60) – 5 years, 1981, vote 50/60

SKILLS

Typing and commercial practice course
Quick Reading and Memorization course
Business English course
Mandarine Chinese (4 courses, 50 hours each, from Beginners to Advanced – 2009 – 2011)
Photoshop Base course - 2013

WORK EXPERIENCES

1989 – now: translations from English/Spanish to Italian (novels, short novels, technical texts – contracts, catalogues, web sites, company profile etc.), copywriting and typing of thesis and dissertation.

July 2011 – April 2013: 25 hours part time job c/o CDT Srl – Pisa - as help cook, waiter and administration employee: merchandise buyer, customers and suppliers front office, invoicing, bank accounts management.

May 2010 – April 2011: 20 hours part time job c/o Antico Granaio Toscano – Lucca - foreign dept. employee; customers search and management, customers and suppliers front office.

September 2006 – October 2012: food sector fairs and exhibitions (only weekends) for sale and translation; web sites and technical booklet translation.

May 2006 – February 2008: 20 hours part-time c/o Laboratori Tedeschi Snc – S. Giuliano Terme (Pisa) – administration employee (invoicing, front office, banks etc).

September 2002 – February 2006: executive secretary c/o IPisani Srl – Pisa (orders and customers management, organization fairs and exhibitions both in Italy and abroad, customers and suppliers correspondence, bank accounts management).

March 2002 – September 2002: Herbalife independent.

October 1997 – March 2002: full-time employee c/o Nuova Forneria Spa (Pisa): foreign dept. management (customers correspondence, organization fairs and exhibition both in Italy and abroad,

interpreter, translator, 1 year customer satisfaction, etc). From September 2001 passage to a 20 hours part time.

September 1995 – September 1997: full time employee c/o Sinter Srl, same tasks of the following job.

June 1992 – August 1995: Hotel receptionist c/o Hotel Granduca, San Giuliano Terme (Pisa).

1990 – 1991: Hotel receptionist c/o Hotel Arno, Pisa.

1989 – 1991: collaboration with the La Gazzetta di Pisa and L'Arno newspapers (copywriter).

1989 – 1990: collaboration c/o Assicurazioni Generali (Pisa)

1986 – 1992: swimming teacher and lifeguard c/o Centro Sportivo Italiano

1986 – 1998: English tutoring for grown-ups and children.

LANGUAGE SKILLS

Italian – native

English – fluent - written and spoken

Spanish – fluent – written and spoken

French – good – written and spoken

German – good – written and spoken

Chinese – base – written and spoken

Portuguese – base – written and spoken

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September 10, 2013