



Claudia Vettore

Date of birth: 13/05/1977 | **Nationality:** Italian | **Gender:** Female | **Phone**

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About me:

Translator/Interpreter - Liaison Officer - Assistant PM - Mindfulness Instructor -
Travel Designer

WORK EXPERIENCE

20/01/2019 – CURRENT Sigonella, Sicily, Italy

TRANSLATOR, LIASON OFFICER & ASSISTANT PM GRUPPO ICM

The project has consisted in the construction of 2 new Hangars for military aircraft at the US/NATO/Italian Naval Airbase in Sigonella, the client being the US Navy.

Main tasks and responsibilities:

- Translating administrative & technical documents to ensure a swift and easy workflow between the Company, the US-based Designer and the US Client
- Moderating weekly work Quality & Construction meetings, Partnering Meetings, Contractual discussions and other meetings with the Client and/or Designer
- Liaising with the Client/Customer/Designer by email, official letters, submittals, requests, change proposal offers, remote meetings, etc., in coordination with the team members involved/the PM
- Serving as the Client's Point of Contact for any issue arising after the delivery of the first of the two Project Hangars; coordinating with the Facility Manager, team members and any subcontractors/suppliers involved to initiate prompt remedial action
- Coordinating activities involving foreign subcontractors/suppliers - from base pass release to customs operations for goods coming from overseas, to the communication and coordination with staff belonging to several subcontractors
- Supporting both the QC Manager and the PM in coordinating work and communication on a regular basis, keeping track of in-person/remote meetings, organizing them, writing and disseminating the relevant minutes etc., on behalf of the Company/PM

2015 – CURRENT Based in Siracusa, Italy

FREELANCE TRANSLATOR/INTERPRETER SELF-EMPLOYED

At international trade shows, business meetings, conferences, cultural events, etc. – including:

- EU institutions: translation of EU texts (European Commission draft laws outsourced to prime contractor, working papers, supporting documents, technical files, etc.) and interpreting during training courses on specific EU law (e.g. Machinery Directive)
- US/NATO Naval Air Base (Sigonella): translator/interpreter for gruppo ICM, contractor for the construction of 2 hangars inside the base
- Clark Football Languages: for A.S. Roma Football Club, interpreting at press conferences and interviews with football players and coach during the UEFA Champions League, on the occasion of the matches at the Stadio Olimpico as well as at Trigoria's Training Camp, Rome
- Film festivals and productions, TV networks: interpreter and translator for RAI Italian National TV; film festivals: Venice Film Festival (17 editions), Pesaro Film Festival (6 editions), Strasbourg European Parliament Lux Prize, Potenza Film Festival, Subti Ltd., etc. (interpreting speeches and debates during events and official screenings, translating press releases and subtitles of feature films; organising the schedule of guests and of the jury); film production and distribution companies (Suttvuess, Indigo Film, Nexo, etc.)
- TEDxOrtygia: Co-organizer and Language Manager (subtitling)
- Mindfulness: interpreting for the Center for Mindfulness, University of Massachusetts, on the occasion of training courses held in Italy by their senior instructors; translating numerous Programmes for the Luxembourg-based meditation app "Petit Bambou" (from French/English into Italian)
- Social Commitment (voluntary work): translation of web site, press releases, events (conferences, webinars for students) to raise awareness on the issue of immigration; organised by "Comitato 3 Ottobre", founded after the sea disaster on 3 October 2013 in Lampedusa

Offering individual and group sessions and workshops.

More specifically:

- Since 2016: about 10 MBSR (Mindfulness-Based Stress Reduction) Programme full cycles, both in person and on line
- Fall 2019: 5-week Workshop dedicated to Health Professionals caring for ADHD/Autistic Children (Perugia, local health authority)
- 1/2-day workshops on Mindful Eating & Mindfulness at Work (Centro Samila, Rome, in English)
- Mindful Walks: day-long or weekend-long retreats blending formal (meditation) and informal (eating, walking, dialogue) mindfulness practices
- Interpreter for international Mindfulness and Buddhist teachers (online and in-person -> see YouTube page for recordings)

Website: www.themindfulcloud.com

FB/IG/YouTube: @themindfulcloud

2005 – CURRENT Several Italian and foreign destinations

TOUR DESIGNER, LEADER AND MANAGER CUSTOMWALKS, EXPERIENCE PLUS, WHOLE JOURNEYS, FERULA VIAGGI, ETC. (FREELANCER)

In charge of leading and organising tours for several "active holidays" companies

Liaising with suppliers, hotel managers etc. for offers and planning.

Tour scouting and design.

Liaising with incoming English-speaking customers (mainly from the US, Australia and New Zealand) and leading them through their active (hiking/biking) vacation.

Seasonal work pattern and varying intensity depending on the year (e.g. much more limited while working as an employee, quite frequent when working as a free-lancer).

10/2017 – 10/2018 Siracusa, Italy

UNIVERSITY ADJUNCT PROFESSOR UNIVERSITY OF CATANIA - FACULTY OF ARCHITECTURE (FREELANCER)

Teaching English to 1st year students of Architecture

09/2017 – 01/2018 Sigonella, Siracusa, Italy

LANGUAGE SPECIALIST LEGAL DEPARTMENT OF US NAVY AT SIGONELLA NAVAL AIR BASE

Working for the Region Legal Service Office at U.S./NATO Naval Air Station, serving as a liaison between US and Italian authorities, assisting service members' family members and Navy civilians in applying and obtaining a residence permit to become legal residents of the Republic of Italy, and translating for all legal matters.

Military

01/2011 – 01/2015 Luxembourg, Luxembourg

TRANSLATOR AT THE EUROPEAN COMMISSION (CONTRACT AGENT) DG TRANSLATION - EUROPEAN COMMISSION

Translating and proofreading documents for the European Commission at DGT, Italian Unit 3, mainly for DG TRADE, DG ENTR, DG SANCO, DG REGIO, as well as press releases and citizens' enquiries.

Updating and managing the Dept.'s collaborative website (Sharepoint platform).

Organising ad-hoc events for the study and promotion of Italian language and culture.

05/2005 – 01/2011 Rome and Siracusa, Italy

FREELANCE TRANSLATOR/INTERPRETER/LANGUAGE SPECIALIST SELF-EMPLOYED

At international trade shows, business meetings, conferences, cultural events, etc. – including:

- University of Sapienza: translating and supervising bi-monthly bilingual newsletter on Industrial Design

- Toyota/GRF91: translating technical repair manuals

- Clark Football Languages: for A.S. Roma Football Club, interpreting at press conferences and interviews with football players and coach during the UEFA Champions League, on the occasion of the matches at the Stadio Olimpico as well as at Trigoria's Training Camp, Rome

- Film festivals and productions, TV networks: interpreter and translator for RAI Italian National TV; Film Festivals: Venice Film Festival, Pesaro Film Festival, Potenza Film Festival, Asian Film Festival, Subti Ltd., etc. (interpreting speeches and debates during events and official screenings, translating press releases and subtitles of feature films; organising the schedule of guests and of the jury); Production and distribution companies: Nacne, Vigo, Warner, Nexo, La Sarraz, A Movie, Wild Bunch, etc. (subtitling, translation of scripts, treatments, contracts)

01/2010 – 05/2010 Bristol, RI, United States

INTERNATIONAL VISITING SCHOLAR ROGER WILLIAMS UNIVERSITY

Teaching 3 undergraduate courses: Italian language, conversation and translation.

09/2007 – 07/2009 Rome, Italy

UNIVERSITY ADJUNCT PROFESSOR LIBERA UNIVERSITÀ MARCONI (FREELANCER)

Teaching for 2 academic years English Language, Translation and Conference Interpreting

10/2008 – 01/2009 Siracusa, Italy

CONSULTANT FOR INTERNATIONALISATION UNIVERSITY OF CATANIA, FACULTY OF ARCHITECTURE (FREELANCER)

Organising and supporting international and exchange activities within the University.

Translating University documents, website, conference papers and other literature.

Interpreting during international events (e.g. Masterclass by Prof. James Hillman).

08/2005 – 05/2006 Rome, Italy

RESIDENT ASSISTANT ACCENT & UNIVERSITY OF CALIFORNIA (FREELANCER)

Living with and supporting University of California students spending a semester in Rome.

Organising free time activities, cultural events or socialising initiatives.

Receiving students two nights a week, providing school, logistic, medical or other type of support.

11/2003 – 04/2005 Milan, Italy

EXECUTIVE ASSISTANT AND TRANSLATOR SOGECOS SRL AND BOLOGNAFIERE

Executive assistant to MD and President. Organising travels, agenda, liaising with international partners, interpreting at conferences.

Translator of company documents, promotional literature, press releases etc.

05/2003 – 11/2003 Milan, Italy

EXECUTIVE ASSISTANT AND TRANSLATOR UNIVERSAL MUSIC ITALIA SRL

Assistant to company President and MD. In charge of organising trips, agenda, international visits and conferences, artists' reception and liaising with international branches, company departments and artists.

Collaboration with the press office for the translation of promotional material, especially press releases of new albums.

(covering a maternity leave)

10/2002 – 12/2002 Chicago, United States

INTERN AT THE ITALIAN CONSULATE/CULTURAL INSTITUTE ITALIAN CONSULATE/CULTURAL CENTRE

Foreign Office internship programme; assisting the Consul General and the Director of Cultural Affairs, participating in meetings and contributing to the organization of events, etc.

In charge of Students' Office (University accreditation, approval of titles etc.)

● **EDUCATION AND TRAINING**

02/2015 – 03/2016 United States

MBSR TEACHER QUALIFICATION & MINDFUL EDUCATOR ESSENTIALS University of Massachusetts - Center for Mindfulness (MA, USA) & Mindful Schools (CA, USA)

Completion of 8-week MBSR course and Practicum to become an MBSR Trainer

Completion of Mindful School's Mindful Educator Essentials (6-week online course)

Address United States | **Field of study** Mindfulness Meditation

02/2015 – 03/2015 Milan, Italy

INTERNATIONAL LEADERSHIP AND ORGANIZATIONAL BEHAVIOUR CERTIFICATE SDA Bocconi School of Management

Sociocultural issues in multinational contexts; frameworks, approaches, strategies for effective

Leadership; networking

Address Milan, Italy | **Field of study** Business, administration and law |

Final grade 6-week online non-credit course completed with distinction (95.9%)

04/2004 – 05/2005 Rome, Italy

MASTER'S DEGREE IN TRANSLATING AND INTERPRETING FOR CINEMA AND TV PRODUCTIONS Libera Università S. Pio V

Translating and interpreting

Film industry and financing (production, distribution)

Address Rome, Italy | **Field of study** Translation and Interpreting | **Final grade** Passed the Final Exam

01/2003 – 06/2003 Milan, Italy

MASTER'S DEGREE COURSES IN TRANSLATING FOR THE PUBLISHING INDUSTRY Scuole Civiche Milano

Literary translation with renowned Italian translators working for major publishers (French into Italian)

Address Milan, Italy | **Field of study** Translation and Interpreting | **Final grade** Passed the final exam

09/1996 – 03/2002 Forlì, Italy

MASTER'S DEGREE IN TRANSLATION AND INTERPRETING (ENGLISH, FRENCH) SSLMIT - University of Bologna

Course focussing on the study of Linguistics and two foreign languages, and learning translating & interpreting techniques. I spent my all my second year (University of Salford, UK), as well as half of my fourth year abroad (ISTI, Brussels).

Final dissertation on lexical borrowings from English in Italian financial language, based on a 9-year analysis of Italy's most popular financial newspaper (Il Sole 24 Ore)

Address Forlì, Italy | **Final grade** 110/110 (with Honours)

09/1991 – 07/1996 Padova, Italy

HIGH SCHOOL DIPLOMA IN MODERN LANGUAGES (ENGLISH, FRENCH, GERMAN) Istituto E. F. Fusinato

Humanities

Modern Languages

Science

Address Padova, Italy | **Final grade** 60/60 (with Honours)

● LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | C2 | C2 | C2 | C2 | C2 |
| FRENCH | C2 | C2 | C2 | C2 | C2 |
| GERMAN | B1 | B1 | B1 | B1 | B1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Word | Social Media | Google Docs | Zoom | Outlook | Google Drive | Skype | Microsoft Excel | Instagram | Facebook | Microsoft Powerpoint | LinkedIn | Power Point | Analytical skills | Motivated | Internet user | Gmail | WhatsApp

Soft Skills

Creativity | Responsibility | Decision-making | Critical thinking | Good listener and communicator | Conflict resolution | Detail-Oriented | Reliability | Flexibility

Professional Skills

Good time management | Written and Verbal skills | Team-work oriented | Research and analytical skills | Organizational and planning skills

● **ADDITIONAL INFORMATION**

DRIVING LICENCE

Driving Licence: B

HOBBIES AND INTERESTS

Cinema, theatre, Argentine tango, travel

VOLUNTEERING

09/2020 – CURRENT Lampedusa and online

Translator/Interpreter for Comitato 3 Ottobre translation of web site, press releases, events (conferences, webinars for students) to raise awareness on the issue of immigration; organised by "Comitato 3 Ottobre", founded after the sea disaster on 3 October 2013 in Lampedusa

2019 – CURRENT Siracusa

Unaccompanied Minor Tutor Member of Accoglierete, an association taking care of unaccompanied minors arriving in Sicily as illegal immigrants: assisting them and signing documents for residence, visiting them at reception centres, organising activities etc.