

## PERSONAL INFORMATION

## Barbara Guzzardo

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 Skype Biny-Chan

Sex Female | Date of birth 05/03/1981 | Nationality Italian

## EDUCATION AND TRAINING

1993–1999	<b>High School Diploma Classical studies</b> <span style="float: right;">100/100</span> Liceo classico statale G. Garibaldi, Palermo (Italy) French, italian, math, celestial mechanic, chemistry, biology, trigonometry, latin, old greek, art history, music, history, geography, philosophy.
2000–2000	<b>High School Diploma Teaching studies</b> <span style="float: right;">94/100</span> Istituto magistrale statale Regina Margherita, Palermo (Italy) French, italian, math, celestial mechanic, chemistry, biology, trigonometry, latin, graphic art, art history, music, history, geography, philosophy, pedagogy, psychology. Teacher training internship in a primary school. With this diploma in Italy I can teach in nursery schools, kindergartens and primary schools.
1999–03/03/2015	<b>Degree in Modern Languages and literatures, Translation and Italian as L2</b> <span style="float: right;">107/110</span> Università degli studi di Palermo, Palermo (Italy) English: language and translation I-II, English literature I, French: language and translation I-II, French Literature I-II, Chinese: language and translation I-II, Italian Literature, Sociology, Italian Linguistic, Glottology, Contemporary History, Islamic History, Teaching of foreign languages, Teaching of modern languages, Italian language for foreign students, Information Technology. Teaching training Internship (151 hours c/o Unipa), tutoring, translation and interpreting, teaching assistance and teaching of Italian as L2 to foreign students, with specialisation about chinese students. Excellent evaluation. Lab about playful teaching of french. Excellent evaluation Lab about philosophy and neuroscience - Mirror Neurons. Good evaluation.
09/2007–12/2007	<b>Regional course of Chinese Language basic level</b> <span style="float: right;">Excellent</span> Palermo (Italy)
03/2008–06/2008	<b>Regional course of Chinese Language intermediate level</b> <span style="float: right;">Good</span> Palermo (Italy)  <b>Course of Chinese Language intermediate-advanced level</b> Istituto Confucio - Università La Sapienza, Roma
2012–2013	<b>Merit Ranking in Competition for teaching in nursery schools and</b>

**kindergartens**

Palermo (Italy)

2012–2013 **Merit Ranking in Competition for teaching in primary schools**

Palermo (Italy)

1990–1994 **Study of piano**

Conservatorio Statale V. Bellini, Palermo (Italy)

**WORK EXPERIENCE**2000–2001 **Teacher**

Private Lessons, Palermo (Italy)

Italian, English and French private lessons to primary and middle school students

2000–2001 **Primary education teaching**

Palermo (Italy)

Teaching internship to primary school students.

03/2014–12/2014 **College / university teaching**

Unipa, Palermo (Italy)

Teaching internship (151 hours) tutoring, translation and interpreting, assistance teaching and teaching Italian as L2 to university students, exchange students, migrants, minor migrants, phd students, with specialisation about chinese students.

2007–2012 **Translator**

Agenzia di traduzioni L'Orientale, Milano (Italy)

Random partnership as translator for agency L'Orientale - Milan, about teaching texts, academic, administrative, architectural texts, technical manuals, catalogs.

01/06/2001–31/05/2004 **Secretary c/o Sispi S.p.A.**

Manpower, Palermo (Italy)

Secretary

Executive Assistant

Office worker

Telephone operator

Help-Desk and Customer Service

Organizer of work travels

01/06/2004–Present **Buyer purchasing office**

Sispi S.p.A., Palermo (Italy)

Vendors management

Writer of administrative texts, legal texts, contracts, quality papers, documents about ISO 9001 purchasing field

Organizer of vendors contest and european tender for purchases

Supplier register management

Management of publications on society website  
 Management of purchases on Consip and Mepa  
 RUP assistant

06/2015–Present

**Proofreader and Editor**

Unbabel.com - TaskTuners.com

Proofreading and editing translations on line for Unbabel and Tasktuners

**PERSONAL SKILLS**

Mother tongue(s)

Italian

Other language(s)

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

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

Communication skills

Excellent communication skills in Italian  
 High communication skills in foreign languages  
 Great relation skills with children, teenagers, adults.

Organisational / managerial skills

Excellent organisational skills, good managerial skills, good management of shifts.

Job-related skills

Good competence in quality process controls  
 High competence in organisation and management of purchasing process  
 Excellent knowledge of legal field and purchases for PA  
 Good mastery of Privacy, Security and Transparency Laws  
 Excellent translation skills  
 Excellent teaching skills

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital competences - Self-assessment grid

Excellent mastery of Office softwares  
 Excellent mastery of several browser and management of social network and websites  
 Excellent mastery of administrative management softwares like Business, Business File, etc.  
 High knowledge of several softwares like Acrobat, Winzip, Winrar, etc.  
 Good knowledge of CAT tools  
 Good knowledge of HW and SW

Driving licence B

ADDITIONAL INFORMATION

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References are available on demand.

**Hobbies** Creative writing  
Music  
Foreign languages and cultures  
Travels  
Teaching