

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)	Angelica Murtas
Address(es)	32, via Londra , 09032, Assemini, (Italy)
Telephone(s)	Mobile: +393405563537
E-mail	aliasangiska89@hotmail.it
Nationality	Italian
Date of birth	27.12.1989
Gender	female

Desired employment / Occupational field

Tourism, translation and teaching

Work experience

Dates	From 19.02.2018 to current date
	From 04.09.2017 to 31.12.2017
	From 03.11.2016 to 21.07.2017
	From 20.04.2016 to 13.09.2016
	From 29.06.2015 to 23.07.2015
	From 05.02.2013 to 24.05.2013
	From 27.12.2011 to 03.02.2012

Occupation or position held	Freelance translator
	Secretary
	Invigilator
	English tutor
	75- hours traineeship
	English teacher
	125-hours traineeship

Main activities and responsibilities	Post editing from German/English to Italian
	Reception, activities organization, contacts management
	Surveillance and assistance for IELTS exams
	Tutoring for university students
	Apprentice at the International Office ISMOKA of Cagliari University
	Teaching English as a second language (basic levels A1/A2)
	Secretary and co-worker in sworn translations, customer assistance, marketing research

Name and address of employer	Amazon Europe Core S.à.r.l 5 Rue Plaetis L-2338 Luxembourg Associazione Culturale TheAndric Teatro, via S. Maria Goretti 2, Cagliari, Italy British council, via Manzoni 38, Milano Università degli Studi di Cagliari, via Università 40, Cagliari Italy Ufficio relazioni internazionali ISMOKA, via San Giorgio 12, Cagliari, Italy "Italian Red Cross", viale Merello, 57, Cagliari, Italy "One World Language Centre", 195 via Sonnino, Cagliari, Italy																																																											
Type of business or sector	Trade company Theatre company University office International association Language school																																																											
Education and training																																																												
Dates	From October 2014 to February 2017 From October 2008 to February 2013 from September 2004 to June 2008																																																											
Title of qualification awarded	Master degree Bachelor degree High school leaving certificate																																																											
Principal subjects/occupational skills covered	Foreign languages (English and German), translation studies																																																											
Name and type of organisation providing education and training	University of Cagliari, "Faculty of foreign languages and literature" Senior high school specializing in modern languages																																																											
Personal skills and competences																																																												
Mother tongue(s)	Italian																																																											
Other language(s)	English, French, German																																																											
Self-assessment																																																												
European level (*)																																																												
English																																																												
French																																																												
German																																																												
<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C1</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> </tr> <tr> <td>B1</td> <td>Independent user</td> <td>B2</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> </tr> <tr> <td>B2</td> <td>Independent user</td> <td>B2</td> <td>Proficient user</td> <td>B2</td> <td>Independent user</td> <td>B2</td> <td>Independent user</td> <td>B2</td> <td>Proficient user</td> </tr> </tbody> </table>											Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B1	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B2	Independent user	B2	Proficient user	B2	Independent user	B2	Independent user	B2	Proficient user
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(*) Common European Framework of Reference for Languages																																																												
Social skills and competences	Team spirit, good communication skills with customers																																																											
Organisational skills and competences	Sense of organization (experience on file and schedule)																																																											
Computer skills and competences	Good command of Microsoft Office tools (Word, Excel and Power Point) and of web system, good command of the CAT tool Trados Studio 2017																																																											

Other skills and competences	Possession of European Languages Certifications: FIRST certificate, DELF B1/B2 and DAF “Au pair” job for 2 months in Germany
Driving licence	Category B
Additional information	2 weeks English course at the “International House London” in 2007