

Carlotta Arona

Personal Information

- **Nationality:** Italian
- **Date of Birth:** 24 Dec 1975
- **E-mail:** carlottaarona@hotmail.com
- **Skype ID:** carlottaarona

Languages

- Native Italian
- Fluent English, Spanish, French

Professional Experience

Dec 2010 - Present: Freelance translator English to Italian and Italian to English for several private clients as well as tourism/leisure agencies and hotels. I have translated a variety of projects within my expertise fields. I am also a freelance writer and blogger for several travel websites/online magazines.

Feb 2009 – Aug 2010: Dressel Divers, Barcelo Maya Beach Resort, Riviera Maya, Mexico. Public Relations, Sales Executive & Admin. Dealing face to face with customers from all over the world, selling dive courses and other water activities/tours using all my language skills on a daily basis. Occasionally translating course material for scuba diving courses as well as promotional/advertising material English to Italian and Spanish to Italian.

Mar 2007 – Aug 2007: JTB Europe, Hammersmith, London, UK. Creating and processing hotel bookings as well as travel itineraries, issuing travel documents and processing telephone/email queries. Translating travel itineraries, travel reports and travel documents English to Italian.

Oct 2005 - Feb 2007: Freelance translator English to Italian for several private clients translating a variety of projects within my expertise fields.

Feb 2003 – Sep 2005: Gullivers Travel Associates, London, UK. Reservation Executive and Contract Assistant. Working within the Italian department liaising with hotels in Italy and assisting the Contract Manager. Confirming hotel bookings respecting very tight deadlines as well as processing telephone/email queries. Assisting the contract manager in organizing trips abroad and scheduling meetings. Laying out contract agreements and marketing/promoting new properties. Translating English to Italian and Italian to English travel documents, travel itineraries, travel reports, advertising and marketing material, hotels/properties descriptions, contract agreements, meeting reports.

Jul 2001 - Jul 2002: Qantas Airways, Hammersmith, London, UK. Sales Executive/Customer Relations

Education & Certificates

TEFL International TESOL Certificate	TEFL International, Ban Phe, Thailand	2005
Advanced Vocational Diploma for Tourism	Istituto B. Lanino, Vercelli, Italy	1997

Expertise

Tourism & Travel, Cooking/Culinary, Food & Drink, Nutrition, Advertising/Public Relations, Marketing/Market Research, Journalism, Conversation, Letters, CVs, Business, Other

Hobbies

Scuba Diving, Photography and video editing (Knowledge of Lightroom, Photoshop and Sony Vegas), Social Medias, writing & blogging, painting

