

PERSONAL INFORMATION

Elena Liberati



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🌐 https://www.linkedin.com/profile/view?id=AAIAABXSBZIBrbYBwu6wIx6v0tdIWgc_LGJIQnE&trk=nav_responsive_tab_profile

💬 [Skype](#) elenaliberati

Sex Female | Date of birth 30/04/1990 | Nationality Italian

Freelance Translator

WORK EXPERIENCE

25/04/2016–29/07/2016

Translator

Global Voices Ltd., Stirling

- Contacting linguists for interpretation/translation projects;
- allocating interpretation/translation projects, coordinating both large and small projects;
- preparation of quotations and job orders, preparation and analysis of documents for translation;
- compiling of word counts, formatting, reviewing and proofreading; and
- working with various software that aid order management.

20/09/2015–04/10/2015

Volunteer

Expo 2015 S.p.A., Milan (Italy)

Guide at "Palazzo Italia", helping visitors, infopoint.

[Business or sector](#) Information and communication

05/2014–06/2014

Information clerk

I.A.T.

Corso della Repubblica 28, 62100 Macerata (Italy)

- Infopoint
- Reception
- Holiday packages
- Giving information about the culture and the history about the city and the region

[Business or sector](#) Information and communication

07/2013–09/2013

Information clerk

University of Macerata, Macerata (Italy)

<http://www.unimc.it/it>

- Infopoint (taxes, study plan etc.)
- Reception
- Telephone operator

[Business or sector](#) Information and communication

17/06/2012–31/12/2012 **Chalet Kursaal**
 Lungomare Nord, Porto San Giorgio (Italy)
<http://cocalosclub.it/kursaal/>
 - Waitress
 - Barmaid
Business or sector Accommodation and food service activities

01/07/2011–31/07/2011 **Children's entertainer**
 Olimpia association, Montegiorgio (Italy)
 Education for children: summer camp and sport courses with children from six to thirteen years

EDUCATION AND TRAINING

18/09/2015–12/02/2016 **Masters**
 CTI-Communication Trend Italia, Milan (Italy)
 Lessons focused on financial statements, IAS/IFRS and bank terminology; classes
 English and Italian material useful for the creation of glossaries and models unavailable on the market.
 IT lesson for a professional use of PCs required from professional translators, as well as professional
 CAT tools (Trados Studio 2015 for which I've the license).

01/10/2015–10/12/2015 **Certificate of attendance**
 La matita rossa
 Online course about skills required for a translator, practical exercises, for example translation into
 Italian language of short extracts taken from novels, articles and essays.

10/2011–02/07/2015 **Bachelor degree in Foreign Languages, summa cum laude** EQF level 6
 University of Macerata
 Piaggia della Torre, 4, 62100 Macerata (Italy)
www.unimc.it
 - Bachelor thesis in "English language" field, named: Transcription and translation with comment of:
 "Jack the Ripper identified" audio file on air on the radiophonic programme Inside Science (BBC)
 - Focus on English and German languages and related culture and literature.
 - Focus on Medieval history and art, American culture, Germanic philology, Italian literature (Dante),
 macroeconomics, statistics.
 - Attendance at several seminars

26/09/2013–21/02/2014 **Erasmus studio**
 Viadrina University, Frankfurt am Oder (Germany)
 Frequency of university courses and examinations in English, German and Spanish all passed with
 highest mark.

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1

Pet in 2008					
German	A2	A2	A2	A2	A2
Spanish	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

Digital competence

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

Digital competences - Self-assessment grid

ECDL				
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ECDL gained in 2009.

SDL Trados Studio 2015 freelance plus licence

Driving licence B