

EUROPEAN FORMAT  
CURRICULUM VITAE



PERSONAL INFORMATION

Name	<b>Serraino Laura</b>
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Nationality	Italian
Date of birth	04/06/1991
Gender	Female

EDUCATION AND TRAINING

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|---|--|
| <ul style="list-style-type: none"><li>• Dates</li><li>• Name and type of organisation providing education and training</li><li>• Title of qualification awarded</li></ul> | <p>September 2013 to April 2016<br/>The University of Milan– Milan</p> <p>Master's Degree in Languages and Cultures for International Communication and Cooperation final mark 110 cum laude. Title of the final dissertation "Linguistic and Thematic Analysis of a Political Khutba by Mohamed Morsi: Ummah, Jihad and Muslim Brotherhood".<br/>Lm – 38 (Modern Languages)</p> |
| <ul style="list-style-type: none"><li>• Dates</li><li>• Name and type of organization providing education and training</li><li>• Title of qualification awarded</li></ul> | <p>September 2010 to December 2013<br/>The University of Milan– Milan</p> <p>Bachelor's Degree in Linguistic and Cultural Mediation final mark 110 cum laude. Title of the final dissertation "Being European Muslims: Tariq Ramadan's perspective".</p>   |
| <ul style="list-style-type: none"><li>• Level in national or international classification</li></ul>   | <p>L – 12 (Linguistic Mediation)</p>   |

## PERSONAL SKILL AND COMPETENCES

MOTHER TONGUE

**Italian**

OTHER LANGUAGES

**English**

- Reading and listening understanding
  - Writing
- Speaking interaction and production

C1 Proficient user

C1 Proficient user

C1 Proficient user

At University, I took five exams on English language and one on specialized translation from English to Italian and vice versa in the legal and medical fields. I also took three exams on English Culture. IELTS certificate of band score 8 (C1 level) obtained on 07/07/2017 at the British Council in Milan.

**Arabic**

- Reading and listening Understanding
  - Writing
- Speaking interaction and production

C1 Proficient user

C1 Proficient user

C1 Proficient user

At University, I took five exams on Arabic Language, one on specialized Translation and four on Arab Culture.  
Arabic certification of level 4 (out of 6) obtained at Bourguiba School in Tunis in August 2014. Arabic certification of level intermediate 3 obtained at Qalam Wa Lawh center in Rabat in June 2016 and of level advanced 1 obtained in February 2017 at the same center. Certification of level advanced 3 and superior 1 obtained at Qalam wa Lawh center in Rabat in September and October 2017.

**French**

- Reading and listening understanding
  - Writing
- Speaking interaction and production

B2 Upper-Intermediate user

B2 Upper-Intermediate user

B2 Upper-Intermediate user

Delf Certificate level B2 obtained in December 2016 at Institut Français in Milan.

## WORK EXPERIENCE

### Translations and revisions

Specialized translations in the legal field for private entities between October and November 2016 and translation of registry office Certificates from Arabic to Italian for private entities and translated.net Proofreading of Income tax statements for Montesino Translation between April and May 2017. Translation of minutes of shareholders' meeting and articles of association of a company for Montesino translation. Monitoring Italian TV programs and writing reports in Arabic for al-Andalus group in May and June 2017.

Translation of marriage, birth certificates and sworn statements From English to Italian for getitaliancitizenship.com in June 2017. Translation of university diplomas for xpresstranslate.com in June 2017 from English to Italian.

Translation of tax returns, financial statements and articles of Association of companies from Italian to English for Montesino Translation in June 2017.

Translation of a beer brochure from English to Italian in June 2017 for WeRtranslation.

Translation of data strings for GEP from English to Italian in July 2017.

Proofreading of documents related to fashion events for WeRtranslation in July 2017.

Translation of vaccination records from Italian to English for Montesino translation in July 2017.

Translation of marriage certificates and legal documents from Arabic to Italian for translated.net in June and July 2017.

Translation of pay slips for Montesino Translation in August 2017 And translation of a certificate of Baccalaureate exams.

Translation of a divorce decree for Xpress Translate in September 2017 and of a certificate of fulfillment of a company for Montesino Translation.

Translation of birth certificates, other registry office certificates and a Judgement of dissolution of marriage for Montesino translation From Italian to English in September 2017.

Translation of Income tax statements from Italian to English for Montesino translation in October 2017.

Proofreading of a calligraphy book translated from Arabic to Italian for al-Andalus group between September and October 2017.

Translation of a certificate and license of marriage and an apostille From English to Italian for Xpress translate between October and November 2017.

Translation of data strings for GEP from English to Italian in November 2017.

Collaboration with the blog arabpress.eu since November 2017 as translator of news articles from Arabic to Italian.

Proofreading of a health and safety manual translated from English to Italian for WeRtranslation in November 2017.

Translation of files from Arabic to Italian of the Asylum, migration and Integration fund for Global Voices Ltd. In November 2017.

Translation of University certificates from Italian to English for Montesino translations in December 2017.

Technical translation about temperature controllers from English to Italian for LingPerfect in December 2017.

Translation of medical certificates from English into Italian in January 2018 for Montesino Translation.

Proofreading of a health and safety manual translated from English to Italian for WeRtranslation in January 2018.

Translation of a supply contract from English to Italian for Studio Moretto group srl in February 2018.

Translation of pay slips and birth certificates from Italian to English For Montesino translation in February 2018.

Translation of a purchase contract from Arabic to Italian for CAESAR S.R.L. in April 2018.

Translation of an affidavit from English to Italian for Xpress translate In May 2018.

Translation of birth, death and marriage certificates and medical Reports for Montesino Translation in May 2018.

Translation of a novel by Hesham Shaaban from Arabic to Italian in May and June 2018.

Translation of birth, marriage and death certificates from English to Italian and Italian to English for Montesino translation in June 2018.

Translation of news articles from Italian to English for Montesino Translation in June 2018.

Translation of a CV from Arabic to French in June 2018.

Translation of birth certificates, a divorce decree and a certificate of Vaccination from Italian to English for Montesino translation.

Proofreading of a text translated from Arabic to Italian after the Transcription of an audio file for Neno Language Services in July 2018.

Translation of tax declarations from Italian to English in August 2018 For Montesino translation.

Translation of payrolls, degree certificates and marriage certificates From English to Italian and vice versa in autumn 2018.

Translation of medical reports and certificates from English to Italian In November 2018 for Montesino translation.

Translation of tax returns and vaccination records for Montesino Translation in January 2019.

Translation of videos used during Pope Francis' speech in Rabat From French into Italian for the Ministry of Religious Affairs in March 2019.

Translation of a poetry book from Arabic into Italian for Al.Andalous Group from March 2019 to June 2019.

Translation of divorce decrees from English into Italian in July 2019 For Montesino translation.

Translation of vaccination records from Italian into English in October 2019 for Montesino translation in October 2019.

Translation of birth and marriage certificates from English into Italian and vice versa for Montesino Translation in November 2019.

Translation of medical reports from Italian into English in January 2020 for Montesino translation.

Translation of tax returns from Italian into English for Montesino Translation in March 2020.

Collaboration from the beginning of February 2018 to March 2020 with the translation agency of Hayat Kissayi in Rabat translating Legal and documents from Arabic to Italian and French to Italian.

Freelance translator for TRANSLATED and ONE HOUR TRANSLATION since April 2017.

### **Teaching experience**

Teacher of Italian for beginners with the Spanish company Talketika

in August and September 2017.

Substitute English teacher between November and December 2017

At the secondary school "A.Toscanini" in Capiago Intimiano, Italy.

**RATE FOR TRANSLATION  
AND PROOFREADING**

0.06 USD/word EN>IT, IT>EN and FR>IT, 0.08 AR>IT

0.03 USD/word EN>IT, IT>EN and FR>IT, 0.04 AR>IT

**SOCIAL SKILLS AND  
COMPETENCES**

Good team working attitude, goal-oriented, ability to work under pressure and good analytical skills.

**COMPUTER SKILLS AND  
COMPETENCES**

Good knowledge of Microsoft office tools, especially Word and Power point. Keen user of the internet.

**DRIVING LICENSE**

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**ADDITIONAL INFORMATION**

Winner of the "Ibn Batuta Merit Scholarship for Peace and Diplomacy" awarded by Qalam wa Lawh center in Rabat to improve the knowledge of Arabic language and culture in May 2016 and January 2017.

Laura Serraino