

PERSONAL INFORMATION

Umberta Pia Antonacci

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STUDIES APPLIED FOR

Master's Degree in Interpreting and Translation. Languages of specialisation: English, German and French.

WORK EXPERIENCE

02/12/2019–Present

Junior Sales Representative

Media Concept Bürobedarf GmbH, Munich (Germany)

- Customer Relationship Management (sales management, improvement of business relationships, customer acquisition and retention, maintenance of regular customers)
- Interlocutor in the field of B2B
- Translation and localization of the company's website (product descriptions, newsletters)
- Creation of offers for the customers
- Complaint management
- Market and competition analysis

12/2018–Present

Volunteer translator for TED - Open Translation Project

TED, New York (United States)

- Transcription of videos uploaded on www.ted.com
- Translation of subtitles from the original language into the target language

15/05/2019–18/05/2019

Simultaneous interpreter

Feba - European Food Banks Federation, Rome (Italy)

Food and Agriculture Organization (FAO): International Meeting "Achieving together the SDG 12.3. Concrete solutions for preventing food waste" - Rome, 15th May 2019.

- Italian-English-Italian (simultaneous interpreting)

15/02/2019–17/02/2019

Liaison Interpreting - "Canapa Mundi" International Fair

COOP AGRICOLA SEMI ANTICHI, Rome (Italy)

- Stand arrangement
- Promoting and describing the company line of products
- Liaison interpreting in B2B meeting

07/11/2018

Linguistic Assistant

Associazione Internazionale Carità Politica, Rome (Italy)

- Greeting and welcoming ambassadors to the Holy See, the Secretary of State and guests
- Organizing exhibition materials and handing out headphones and radios for interpretation services

12/2017–03/2018

Internship

Travel agency “Salutami le Stelle srl”, Macerata (Italy)

- Understanding of sales techniques and strategies
- Increased ability to solve common customers problems
- Increased enthusiasm and commitment to sales
- Organising group and individual trips
- Providing administrative and logistic support

EDUCATION AND TRAINING

10/2017–Present **Master's Degree in Interpreting and Translation** EQF level 7

UNINT - Università degli Studi di Roma, Rome (Italy)

- Skills in simultaneous, consecutive and dialogue interpreting - from and into **English** and **German**
- Skills in translating general and technical text types (main fields covered: medical, legal, literary) from and into English and German
- Skills in the field of audiovisual translation, machine translation, software localisation and project management
- Courses in the field of international management and geopolitics

2014–2017 **Bachelor's Degree in Linguistic and Cultural Mediation. Final graduation mark: 110L/110** EQF level 6

Università degli Studi di Macerata, Macerata (Italy)

- Oral and written language proficiency acquired in English, German and French
- Skills in translating general text types from Italian into English, German and French and viceversa
- Skills in dialogue interpreting (main subject field: fairs)
- Courses in labour law, business administration, applied, general and computational linguistics

01/03/2017–01/08/2017 **Erasmus Studio**
Ludwig-Maximilians-Universität (LMU), Munich (Germany)

- University courses in translation, business administration, and digital marketing

2009–2014 **High School Graduation Diploma. Final mark: 100/100**
Modern Languages High School “Enrico Pestalozzi”, San Severo (Italy)

08/2012–09/2012 **Study trip in Paris in the field of the European Structural and Investment Funds**

- Language courses taught in French
- Level B2 certification of the Common European Framework of Reference for Languages (CEFR)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

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

- Communication skills**
- Excellent communication, decision-making and interpersonal skills gained through my experience as travel agency intern.
 - Excellent adaptability skills gained through my Erasmus experience and through all the international events I took part in as a linguistic assistant

- Organisational / managerial skills**
- Good organisational skills gained through my experience as a travel agency intern
 - Good team-leading skills gained through my university career and my experience as linguistic assistant
 - Excellent planning skills
 - Enthusiasm and proactive approach to issues
 - Flexibility
 - Resilience

- Job-related skills**
- Profound knowledge of English and German
 - Interpreting and Translating skills gained through my university career and through the international events I took part in
 - Ability to work under pressure and prioritise assigned tasks
 - Confidence in carrying out tasks independently

Digital skills

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

Digital skills - Self-assessment grid

European Computer Driving Licence (ECDL Full Standard)

- Excellent knowledge of the WIN environment 2000/XP/VISTA/7 and of Microsoft office (Word, Excel, PowerPoint, Access, Outlook) certified by the European Computer Driving Licence
- Good command of the main Computer-Aided Translation tools (Trados, memoQ, MultiTrans, DéjàVu, Wordfast, MateCat)
- Excellent knowledge of the main Social media (facebook, twitter, instagram, pinterest)
- Excellent knowledge of Apple iWork suite (Pages, Keynote, Numbers, Entourage)

ADDITIONAL INFORMATION

Trattamento dei dati personali

In compliance with the Italian Legislative Decree no. 196 dated 30/06/2003, I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I confirm to be informed of my rights in accordance to art. 7 of the above mentioned decree.