

Lidia Turis

Private Tutor and Translator

07026 Olbia - Italy
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2014 – present

Private Tutor (Italian and English as a foreign language)

Planning and customising lessons adapting to students needs, preparing the right material to the student's level and predilection.

Understanding students' learning objectives and requirements, in order to employ the most suitable teaching method and establishing a constructive and long lasting relationship.

Identifying students' weak areas and successfully preparing them for school assessment tests, remediating their performance.

Depending on the student's requirements, I can focus on grammar, listening comprehension and reading to improve vocabulary.

2014 – present

Translator and Interpreter (English <> Italian)

Provided both written and oral translation services within a business environment relaying concepts among the parties as well as providing verbatim interpretation. Acting as facilitator in the communication.

Projects:

Feb 2017

Translator, University Student

The Client, a university PHD student, needed a scientific journal to be translated from English into Italian. This document was a vital part of his thesis for his graduation in Pharmacy. I was able to do this within the deadline given. He is now a fully qualified pharmacist.

Sept 2015 – Oct 2015: **Translator, Maori Yacht Srl – Olbia, Italy**

This Client asked me to translate a contract and several agreements from English to Italian for the construction of a new vessel. This was an assignment to be completed at short notice due to a forthcoming meeting with his clients. Having met the deadline has meant that negotiations have moved on smoothly and without delays.

Other assignments involved proofreading of many other agreements and commercial documents previously translated by other members of staff.

March 08 to Feb 09:

Nautica Assistance Sas – Olbia, Italy Commercial Manager (Nautical)

Drafted and translated service agreements and general terms and conditions. Provided oral translation activity for negotiation purposes or to resolve contractual disputes.

- Aug 05 to Feb. 06:** **Siemens Transportation, Milton Keynes, UK**
Commercial Manager (Railway)
 Led the Depot Access Agreements (DAAs) process concerning the construction and maintenance of depots to service trains
- Dec 02 to July 05:** **Baia Software Ltd, Swindon, UK**
Company Secretary (Software consultancy)
 Negotiated terms of consultancy agreements to minimise risk exposure. Took part in the project management process for software development from the initiation phase to planning and control.
- April 01 to Aug 02:** **Siemens Datatrak Location & Information Sys. Ltd, Swindon, UK**
Commercial Manager (ICT - Vehicle tracking)
 Responsible for identifying and assessing all aspects of commercial risks and for administering, reviewing and redrafting all types of contractual obligations and conditions throughout the bid process, in projects and during negotiations with customers.
 Co-ordinated and finalised the update of Terms and Conditions in response to changes in the organisation's processes.
- Nov 00 to April 01:** **Lucent Technologies (Bell Labs), GSM/UMTS HQ, Swindon, UK**
Pre-Sales Bid Support (Telecommunication)
 Supported the GSM/UMTS Project Managers within the Wireless Network Group in all phases of the bidding process.
- March 99 to Aug 00:** **Intel Corporation, European HQ, Swindon, UK**
Customer Relationship Management Business Analyst (IT)
 Responsible for managing the customers' supply line for microprocessors from factory to customer using SAP.
- 1990 – 1995** **La Turchese Traduzioni, Olbia**
 Translation and interpreting services
- 1990 – 1992** **Italian Language Instructor, Berlitz, Edinburgh (UK)**
 Following Berlitz specific training, I qualified to teach Italian on school premises to adults of all ages and backgrounds adapting my teaching style to students' requirements and objectives.
- 1991 – 1992** **Professional Tutor, Tycastle High School, Edinburgh (UK)**
 Required to teach Italian language and culture to adult classes for leisure and professional purposes.

Education

2015: Qualification of Service Project Manager for the yachting industry, SPS Ltd, Olbia, Italy

2004-2005: Business Course (Understanding Business Behaviour), Open University Business School, Bristol (UK)

2002-2004: University Diploma in English Law (contract law, tort law and EC Law) with the Open University & the College of Law, Bristol (UK)

1996-1997: German language course – University of Munich and Klartex Zentrum

1990-1992: English Cambridge Proficiency course – Stevenson College, Edinburgh

1988-1990: Professional Post Diploma qualification in Computing from Ial, Ozieri, Italy

1982-1987: Graduated in Business Studies with French and English, Business School L. Mossa, Oristano, Italy

IT Skills:

SAP R/3, MFG-PRO, Lotus, OpenOffice, Ms Outlook, Excel, Power Point, Word

OS: Fedora Linux

Language Skills :

Italian native speaker, Professional English, intermediate level of French and German. Basic Chinese.