

## PERSONAL INFORMATION

Valerio Serpillo

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## PREFERRED JOB

Translator

## WORK EXPERIENCE

01/11/2013–22/03/2018

collaborator

Chamber of Deputies, Rome (Italy)

- administrative and secretariat tasks;
- project documentation and revision;
- study and writing of parliamentary questions and interpellations;

## EDUCATION AND TRAINING

01/09/2014–15/03/2017

2nd level degree - Master in Translation for special purposes and interpreting

Università degli Studi Internazionali di ROMA - UNINT (RM), Rome (Italy)

Translator.

Mother tongue: Italian.

Working languages: English and Spanish.

Language combinations: ES&gt;IT; EN&gt;IT.

Fields: editorial, medical, legal.

CAT tools: SDL Trados Studio 2017.

## PERSONAL SKILLS

Mother tongue(s)

Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	B2	B2	C1
Spanish	C1	C2	B2	C1	C2

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

Communication skills

- good communication skills gained through my experience as collaborator in the House of Representatives.

Organisational / managerial skills

-good organisational skills gained as secretary and collaborator of a deputy.  
- guarantee of confidentiality.

Digital skills

SELF-ASSESSMENT

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

Digital skills - Self-assessment grid

- good command of office suite (word, excel, powerpoint).