

NORWENA CHIARA
Italian Localisation Translator (EN, FR, IT)
Ordinary member of the Italian National Association of Interpreters and Translators (A.N.I.T.I.)
Member of Women in Localization
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PROFESSIONAL EXPERIENCE

- 04/2017 - present Translator (fields: legal, medical, academic)
HealthPro World LTD – London, UK
Translations of Medical Degree Internships, Degree Certificates and Degree Annex, Employment Contracts, Certificates of Attendance, pending charges and judicial records in the following language combinations IT>< FR, EN>IT, EN>FR
- 06/2020 – 09-2020 Reviser (field: Religion)
Creative Words – Genoa, Italy
Revision, Quality Check and Spot Check, EN>IT
- 12/2017 -
20/01/2019 Administrative Assistant
Algonquin Management Partners - Brussels, Belgium
 - Document archive and documents organization
 - Managing shipments and relative shipping documents
 - Administrative and legal follow-ups with the Financial Benelux Director
 - Supplier contracts management
 - Accounting and invoice management
- 06/2015 - 03/2017 Administrative Manager
Patronato Anmil Belgio – Brussels, Belgium
 - Financial and Administrative Management
 - Management of pension, contribution and disability application practices.
 - Inventory, office supplies and furniture administration.
 - Translation of documents and forms
 - Customer care
- 06/2017 - 08/2017 Translator (field: Construction)
European Builders Confederation EBC - Brussels, Belgium
Translation of the Construction 2017 Annual Report available online EN>IT
- 2/2015 - 11/2016 Translator (field: tourism)
Zerolabz - Rome, Italy
Translation IT>FR of articles in the tourist field for the Online Service Portal of the Jubilee of Mercy.
- 02/2012 - 06/2015 Restaurant employee
Mammaroma, Brussels, Belgium
- 03/2014 - 06/2014 Teaching Internship F.L.E. (*Français Langue Etrangère*)
Technical Highschool CARDINAL MERCIER, Brussels, Belgium

Internship for Teaching French to adults
IEPCFS Institute of Social Promotion Teaching, Brussels, Belgium

- 09/2010 – 08/2011 Volunteer Youth Project
La Ruelle asbl - Brussels, Belgium
European Volunteer Service (EVS)
- 12/2006 – 12/2007 Servizio civile
Patronato ENAS - Rome, Italy
Administration, archive management, secretary activities, translations and interpreting

EDUCATION

- 2021 Louis Formazione Academy – Linguistic Localization Course
- 2014 Master's degree: French and Romance Language and Literature (FLE)
Université Libre de Bruxelles, Brussels - Belgium
French and Romances Languages and Literature, orientation "French as a foreign language" purposes "Language contacts" (spelling, modern French linguistics, applied grammar, language teaching, neurolinguistics ...)
- 2010 Bachelor's degree: Linguistic/Cultural Mediation
Università degli Studi di Roma La Sapienza -
Linguistic/Cultural Mediation (French, English, Russian)
- 2004 Highschool Diploma:
Liceo scientifico G. Alessi - Perugia, Italy

LANGUAGE SKILLS

Italian: Mothertongue
French: Reading, Writing, Speaking Excellent
English: Reading, Writing, Speaking Excellent
Russian: Reading, Writing, Speaking Basic
Spanish: Reading, Writing, Speaking Basic

ADDITIONAL SKILLS

SDL Trados Studio 2019 (Licence and Certification), Wordfast, Xbench
Office (Word, Excel, PowerPoint, Outlook Express), Adobe Acrobat Reader, Internet