

ARIANNA VANIN

ariavan12@gmail.com

Date of birth: 12/11/1989

Mobile: 0742 9124001

Address: 7 Greenhills Terrace, N13 QD, London

Experienced Executive and Personal Assistant, graduated in Modern Languages, with a demonstrated history of translations, business and liaison interpreting in the leisure, travel & tourism industry.

Great adaptability to different kind of working conditions.

Languages

Italian
Native

English
Fluent

French
Fluent

Spanish
Fluent

Russian
Good notions

Portuguese
Good notions

Skills

Highly capable of learning new tasks in a short delay, problem solving under stressful conditions, organizing and prioritizing.

Experience in dealing with all levels of seniority, across different sectors & countries.

Professional experience

- **October 2020 – today: Freelance Translator & Interpreter**
Specialized in:
Subtitling, proofreading.
- **June 2018 – September 2020: Executive Assistant to Chairman then Private Clients Chairman Liaison**
[SILVERSEA S.A.M](#) / [ABERCROMBIE & KENT UK](#)
Daily proofreading and translation of business emails and documents from Italian to French, English and Spanish.
Liaison interpreting with Italian, French, English and Spanish customers.
- **January 2017 – March 2018: Administrative and Executive Assistant**
[MERIDIAM S.A.S.](#)
Business related translations from French to English.
Editing and reorganizing paralegal documents (registers and reports, books, notarial certificates, archives) both in French and English.
General administrative support.
- **April – December 2016: Front Desk Officer**
[DISNEYLAND RESORT PARIS](#)
Liaison interpreting for the security office in the park.
- **April – December 2015: Administrative Assistant and Event Manager Support**
[CREA-CIE](#) for [MEXICAN PAVILION – EXPO 2015](#)
Italian to Spanish technical translation of:
 - government audit documents;
 - websiteLiaison interpreting for government representatives (Italian-Spanish)

IT Skills

Full working proficiency on both Windows and Mac systems.

Preferred translation programs: Jubler, Wordfast

- **April 2009 – October 2014:** other professional experiences available in the **Guest Service area**, not specifically related to this application, but willing to discuss about them further.

Education

- May 2020: **“Dealing with Aggressive/Fearful Behaviours”** online Dog training course by [The Dog Guardian](#)
- September 2018: **Excel training**, Silversea internal
- August 2017: **“Restaurant Management 101”** online certificate [Universal Class](#)
- April 2017: **“The Art of Small Talk & Winning First Impressions” “Group Dynamics and Communication skills”** workshop [Ric Phillips and 3V Communications Lanz Lowen](#)
- November 2008 - March 2012: SSLMIT – Bachelor Degree, **Interpreting and Translation** www.sslmit.units.it
University of Trieste - Italy