



LUCIA PAPINI

ACADEMIC BACKGROUND

UNIVERSITY OF PISA - 2010-2013

Master's Degree in Translation Studies
Translations to/from English and German

UNIVERSITY OF PERUGIA - 2006-2009

Bachelor's Degree in Linguistic and Cultural
Mediation - international institutions

Conversational language laboratory sessions

International Law studies

UE Law studies

International politics


LANGUAGE PAIRS


NATIVE TONGUE :		ITALIAN
ENGLISH	>	ITALIAN
GERMAN	>	ITALIAN
FRENCH	>	ITALIAN

CONTINUING EDUCATION


- Cat tools and Trados Studio
- Judicial Translation by Dr. Barbara Arrighetti - STL Formazione
- Financial Translation by Dr. Davide de Leo - STL Formazione
- Private law translation DE> IT by Dr. Marco Montemarano - STL Formazione

FIND ME AT:

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EMPLOYMENT HISTORY

FREELANCE TRANSLATOR

ongoing

English/German/French to Italian translation, for specialists and the general public, of all kinds of documents related to my fields:

- judicial and legal
- economic and financial
- business and corporate
- furnishing, interior design and architecture
- tourism industry.

ADMINISTRATIVE AND FINANCE ASSISTANT

Tiripelli & Partner srl - Trend Group Italy - DECO TREND
MONACO (Italy and Montecarlo) | March 2020 - ongoing

- Working language: French
- Branch of business: furnishing and luxury design
- Accounting management, budgeting, invoicing, placing wire transfers and foreign operations for the company's office in Montecarlo (MC).
- Drawing up and translating different documents (financial, accounting and attesting statements, submissions, communications of various sorts) and agreements in French, English and Italian.
- Managing contacts and maintain contact lists (banks, suppliers, service providers, enterprises, clients).

BACK OFFICE & FRONT OFFICE RECEPTIONIST

Galileo Palace Hotel (Italy) | Jan. 2014 - Jan. 2020

- Handling domestic and foreign business correspondence
- Preparing detailed reports, paperworks and quotations
- Invoicing, preparing bank payments, petty cash recording and reconciliation.
- Translations for tourism industry

ITALIAN LANGUAGE TEACHER

Dante Alighieri Gesellschaft, Nürnberg (Germany) | Sept.
2012 - Jan. 2013

- Italian language classes for German native speakers
- Arranging German language courses for Italian native speakers
- Overall handling of events and projects