



# Stella Zecchini

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Bologna  
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## Contact

- 📅 Date of birth 20/03/1993
- 🇮🇹 Italian
- 🚗 Driving licence (B)

## Work experience

**Customer Service Galletti SPA** Via Luciano Romagnoli 12/a, Bentivoglio (Bologna)  
From May 2019 to August 2019

- Order processing with AS400 programme
- Helping Italian and foreign customers with their needs
- Filing files and secretarial activities
- Call center activities

**English and Spanish Teacher Liceo Linguistico Internazionale "Carlo Boldrini"** Bologna  
From October 2017 to November 2017

- English and Spanish courses for beginners
- Integration of foreign students
- Administrative tasks and secretarial support

**Office Intern IMA BFB** Via Romagnoli 2, Bentivoglio (Bologna)  
September 2014

- Interpreter for English and Chinese customers
- Booking hotels and secretarial activities
- Use of SAP programme

## Languages

<b>Italian</b>		Native speaker
<b>English</b>		C2
<b>Spanish</b>		C1
<b>French</b>		B1

## Assets

**Curious,  
humble and  
eager to grow  
up, learn and  
improve.  
Perfectionist  
Punctual  
Empathic**

## Computer skills

<b>Office Package</b>	
<b>Windows 7</b>	
<b>AntConc</b>	
<b>AS400</b>	Basic knowledge
<b>SAP</b>	Basic knowledge

**Fundamentals of Digital Marketing** [Google Digital Training](#) Minerbio, Italy

From March 2020 to April 2020

Recognised certification of the online course "Fundamentals of Digital Marketing" by Google Digital Training

**"Everything you wanted to know about Audiovisual Translation and you never dared to ask"** [European School of Translation](#) Minerbio, Italy

February 2020

Recognised certificate of the online course "Everything you wanted to know about Audiovisual Translation and you never dared to ask"

**Master's Degree in Languages, Culture and Communication** [Università degli Studi di Modena e Reggio Emilia](#) Modena, Italy

From February 2016 to April 2019

Title of the thesis "Children's literature and Beatrix Potter's works"

**Bachelor's Degree in Linguistic Mediation** [SSML Carlo Bo](#) Via Cairoli 1, Bologna

From October 2012 to November 2015

Title of the thesis: "From literary translation to 'The shadow of the wind': Analysis and Translation of Zafòn"

**Linguistic Diploma** [Liceo Linguistico Internazionale Carlo Boldrini](#) Via Procaccini 26/2, Bologna

From September 2007 to July 2012

[Processing of personal data](#)

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**in**@<https://www.linkedin.com/in/stella-zecchini-6627b0>