

# ALIX CAPRARI

LINGUIST  POLMONT, SCOTLAND, UK  +44 7365 584803

## ◦ DETAILS ◦

Polmont  
Scotland, UK  
+44 7365 584803  
[caprarialix@hotmail.com](mailto:caprarialix@hotmail.com)

Nationality  
Italian

## ◦ LINKS ◦

[LinkedIn](#)  
[ProZ](#)

## ◦ SKILLS ◦

[Ability to Work in a Team](#)  
[Effective Team Leader](#)  
[Leadership and Teamwork](#)  
[Deadline Oriented](#)  
[Ability to Work Under Pressure](#)  
[Ability to Multitask](#)  
[Adaptability](#)

## ◦ LANGUAGES ◦

[Italian](#)  
[English](#)  
[Spanish; Castilian](#)  
[French](#)  
[Portuguese](#)

## ◦ HOBBIES ◦

Reading  
Music  
Travelling  
Art  
Drawing

## PROFILE

Experienced translator and consecutive interpreter with 5 years of experience working on texts within various fields (e.g. medicine, psychology, academia, music, Public Sector). Proficient in 4 languages: English, Italian, French and Spanish. Passionate about learning and developing new skills, while managing deadlines and working in a group and at different levels. Well-rounded and now seeking to get onto a new adventure!

## EMPLOYMENT HISTORY

### **Interpretation Project Manager at Global Voices Ltd., Stirling**

September 2021 — Present

Planning and organizing projects within the interpretation industry for private clients and public institutions (e.g. NHS, local councils) across the UK and mainland Europe;

Liaison between clients and Account Managers and the linguists;

Resolving potential quality issues, and managing invoices and fees.

### **Freelance Translator & Interpreter**

June 2017 — Present

Translation of texts, books, thesis, and research papers. Fields of expertise: medicine, psychology/psychiatry, music, academia, Public Sector;

Proofreading and editing;

Consecutive interpretation. Fields of expertise: Public Sector, medicine, psychology;

### **Assistant Store Manager at T4 Guildford, Guildford**

September 2019 — July 2021

Staff training and supervision;

Checking that quality standards are constantly met;

Daily accounting tasks and till balance;

Staff monthly review & administering periodic formula tests;

Stock count & supplies ordering.

### **Store Assistant at Kokoro Ltd., Guildford**

July 2018 — September 2019

Customer assistance and counter service;

Preparation of foods and dining areas;

New staff training;

Cleaning of eating areas;

## EDUCATION

### **MSc in Psychology and Learning Disability, University of Portsmouth**

September 2021 — July 2023

Remote part-time postgraduate course on learning disabilities with a focus on neurodiveristy issues and ASCs.

### **BA (Hons) in Modern Languages (French & Spanish), University of Surrey, Guildford**

September 2018 — July 2021

Passing grade: First.

Undergraduate programme in Modern Languages with a focus on Translation, Politics, Sociology, History and Linguistics.

At least 1 translation module per semester on various topics: e.g. cooking, press, medicine, literature, arts, tourism, research.

Additional 1 year course in Portuguese language and culture.

### **International Relations for Marketing, ITS "Marchi-Forti", Monsummano Terme**

September 2013 — September 2018

Passing grade: 100/100 with honours.

A-level equivalent in International Relations with a focus on Economy, Law, Modern Languages (English, French and Spanish) and Italian Studies.



## **COURSES**

### **PRINCE2, 1Training**

February 2022

### **World Literature, Harvard University via EdX**

July 2019 — August 2019

### **TEFL 150h, TEFL Graduate**

June 2019 — September 2019



## **REFERENCES**

- **References available upon request**



### **Driving Licence**

AM, B.

### **Computer Skills**

Good knowledge of Microsoft Office, Open Office, iWork;  
Thorough knowledge of the NetSuite software;  
Good knowledge of Trados Studio.