

LUISA RIZZI (ERNESTE)

Freelance Language Translator of English & Italian

Contact

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E-mail

luisarizzi58@gmail.com

ProZ.com

<https://www.proz.com/translator/3463258>

Smartcat.com

<https://smartcat.com/marketplace/user/luisa-rizzi-fa939b68>

TM-Town.com

<https://www.tm-town.com/translators/erneste>

Linkedin

<https://www.linkedin.com/in/luisa-rizzi-erneste-404a97234/>

Kobo.com

<https://www.kobo.com/au/en/ebook/dare-me-4>

Tektime.com

https://www.traduzionelibri.it/profilo_pubblico.asp?GUID=4a1aabd6ca53ffe2a3dc71652c20d568&caller=profilo

Skills

Bilingual

Public Relations

Events Management/Catering

Cultural Awareness

Translator

Book Translator

Proofreader

Reviewer

Dependable/Reliable/Attention to Detail

Languages

Italian - Expert. - Native Proficiency

English - Expert Native Proficiency

Abruzzese - Regional Dialect

Software

Microsoft Word, Excel, Outlook, Powerpoint,

Google Drive, (Docs, Sheets, Slides, Forms)

Graphics, Photoshop

Expense tracking, Accounts Payable, Invoicing, Cashflow Management,

Employee Time Tracking

Social Media

FaceBook,

Instagram,

Twitter,

WhatsApp

SUMMARY

My blessings of bilingual skills are from birth, born in Australia with Italian heritage. Parents & Nonna migrated from Abruzzo, Central Italy, which added benefits of knowing the regional dialect. The UK English was adopted for education in schools & universities. From early primary school years I was keenly interested in perfecting the Italian language as well as having the unique dialect skill. While in College I was accepted at the Dante Alighieri Society of Italian Language & Culture at the University of Western Australia, where I achieved my Certifications in Junior & Senior Levels of Italian Language in Oral & Written with Distinctions. Throughout my 40 years experience in the workforce, bilingual skills appeared to be a standout requirement in various fields. An unfortunate early retirement occurred since the diagnosis of a mandatory full spinal fusion which led to putting my language skills to good use as a Freelance Translator. After so many years of using human translation, freelancing felt a little challenging but soon found myself collaborating globally with other translators and a variety of clients. This is what I look forward to everyday. The various projects and tasks have given me experiences in industries such as Medical, Cosmetics, Banking Engineering & Finance, History & Culture, Arts & Crafts, Cryptocurrency, Hotels & Tourism, Local Government and Literary which recently has given me the opportunity to translate several books from Italian to English with some already published. Fortunately many years of Management, Leadership and Organisational skills instilled adeptness for completing difficult tasks through persistence, endurance, patience, hard work, with attention to detail, which enables continuous successful collaborations with authors and clients globally.

REVIEWS

"Erotic, Ironic, Somewhat Spacey Chronicles" - translated book titlepublished 11/05/2023

Author **Lorenzo Longo** to the translator **Luisa Rizzi** I've assigned: 5 STARS 

"Ho fatto leggere la traduzione ad amici con una discreta conoscenza dell'inglese e sono rimasti piacevolmente colpiti dalla traduzione fedele ma piacevole"

Translated- *"I had friends with a fair knowledge of English read the translation and they were pleasantly impressed by the faithful and pleasant translation"*

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Dare Me - translated book titlepublished 26/04/2023

Author **Victory Storm** to the translator **Luisa Rizzi** I've assigned: 5 STARS 

"Traduttrice bravissima, molto professionale e veloce! La consiglio!"

Translated - *'Very good translator, very professional and fast! I recommend her!'*

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I'm not like you want me - translated book titlepublished 12/05/2023

Author **Victory Storm** to the translator **Luisa Rizzi** I've assigned: **5 STARS** 

"Lavorare per la seconda volta con questa traduttrice è stato un vero piacere. È una persona meravigliosa e una professionista competente e veloce. La consiglio caldamente!"

Translated - *"Working with this translator for the second time was a real pleasure. She is a wonderful person and a competent and fast professional. I highly recommend her!"*

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The Legacy Of Lightning And Sapphires - translated book title.....published 08/06/2023

Author **Victory Storm** to the translator **Luisa Rizzi** I've assigned: 

"Una traduzione perfetta: svolta nei tempi stabiliti, in un inglese madrelingua... La traduttrice è una persona molto competente, gentile, disponibile e cerca sempre di dare il massimo nel minor tempo possibile."

Translated - *"A perfect translation: carried out on time, in native English ... The translator is a very competent person, kind, helpful and always tries to give her best in the shortest possible time."*

The Perfect Equation - translated book title.....awaiting publication 10/10/2023

Author **Stefano Conti** to the translator **Luisa Rizzi** I've assigned: 

"Traduzione molto attenta e puntuale. Ho chiesto solo una revisione di alcuni aspetti minori, che l'autrice ha fatto con grande attenzione. Lavoro eccellente: complimenti."

Translated: *Very careful and punctual translation. I only asked for a revision of some minor aspects, which the author did with great care. Excellent work: congratulations.*

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WORK HISTORY

March 2022- Current

Freelance Italian & English Translator

Self Employed Web, Perth, Western Australia

Worked flexible hours across night, weekend and holiday shifts.

Cultivated interpersonal skills by building positive relationships with others.

Participated in team projects, demonstrating ability to work collaboratively and effectively.

Used critical thinking to break down problems, evaluate solutions and make decisions.

Excellent communication skills, both verbal and written.

Gained extensive knowledge in data entry, analysis and reporting.

Self-motivated, with strong sense of personal responsibility.

Proved successful working within tight deadlines and fast-paced environment.

Demonstrated respect, friendliness and willingness to help wherever needed.

Passionate about learning and committed to continual improvement.

Paid attention to detail while completing assignments.

Demonstrated leadership skills in managing projects from concept to completion

Managed time efficiently in order to complete all tasks within deadlines

March 2022 - Current

Interpreter of English & Italian / Aged Care /Cultural/ Social

Italian Aged, Perth, WA

Social Support

Online translations for private and public platforms,

Translating, Interpreting & Social Support for Ageing community.

Volunteered at local community sectors, providing assistance with day-to-day operations.

Cultivated interpersonal skills by building positive relationships with others.

Identified issues, analysed information and provided solutions.

Developed strong communication and management skills through working on group projects.

Proven ability to learn quickly and adapt to new situations.

Learned and adapted quickly to new technology and software applications.

Worked effectively in fast-paced environment.

October 2013 - March 2016

Venue & Duty Manager , Events & Duty Manager

The Terrace Hotel, Perth, WA

Greet Hotel Patrons, Translating for Italian Tourists residing as Hotel Guests, Interpreting at Hotel Reception

Arranging Tourist Sightseeing,

Food and Beverage

Staff Training & Stock Control,

Host.

Maintained accurate notes of changes and requests for each event and ascertained allocation.

Maximised cost-effectiveness by complying with budget, labor and revenue benchmarks.

Implemented business strategies, increasing revenue by 15% and effectively targeting new markets.

Implemented and enforced safety policies and procedures to manage risks and prevent accidents and mishaps.
Inspected facility daily for overall cleanliness and to check supply quantities for reordering and restocking.
Supervised events from start to finish using effective crowd control methods.
Assisted with public relations by participating in community events, which helped to draw in new business and patrons.
Identified and qualified customer needs and negotiated and closed profitable projects with high success rate.
Launched staff engagement, gender diversity and cultural programs in addition to robust reporting tool that increased operational quality.
Interacted well with customers to build connections and nurture relationships.
Reduced budgetary expenditures by effectively negotiating contracts for more advantageous terms.
Reduced operational risks while organizing data to forecast performance trends.
Assisted in recruiting, hiring and training of team members.
Negotiated price and service with customers and vendors to decrease expenses and increase profit.
Scheduled employees for shifts, taking into account customer traffic and employee strengths.
Mitigated business risks by working closely with staff members and assessing performance.
Trained and guided team members to maintain high productivity and performance metrics.
Cultivated and strengthened lasting client relationships using strong issue resolution and dynamic communication skills.
Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.
Recruited, hired, and trained initial personnel, working to establish key internal functions and outline scope of positions for new organization.
Updated and resolved incidents and managed accessory charges objectively while maximising profit by 10%.
Tracked trends and suggested enhancements to both challenge and refine company's product offerings.
Handled problematic customers and clients to assist lower-level employees and maintain excellent customer service.
Trained new employees on proper protocols and customer service standards.
Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness.
Reported issues to higher management with great detail.
Monitored daily cash discrepancies, inventory shrinkage and drive-off.
Supervised creation of exciting merchandise displays to catch attention of store customers.
Implemented innovative programs to increase employee loyalty and reduce turnover.
Maximised cost-effectiveness by complying with budget, labor and revenue benchmarks

August 2006 - July 2013

Catering Manager Council House

Lord Mayor's Department, City Of Perth, Perth, WA

Councillors in City of Perth Local Council Civic Events for International Dignitaries, Citizenship Events &

Assisting with translation & interpreting for Italian Immigrants,

Catering for Lord Mayor & Councillor Exclusive Luncheons & Dinners

Translating & Coordinating Italian Sister City Events

City Events, Staff Training, Budgets & Costings, Food & Beverage Orders, Stock Control, Chef Liaison,

Memorable achievement hosting events for partners of Heads of Government & Queen Elizabeth during CHOGM

Met with clients to outline desired goals and prepared quotes for overall catering costs.

Set and enforced performance and service standards to keep consistent, high-quality environment devoted to customer satisfaction.

Secured new clients and accounts by analysing and catering products to specific needs.

Organised and oversaw food service training to educate employees on resetting tables, relaying orders to cooks and upselling food and beverages.

Hired and trained both permanent and temporary staff members.

Designed catering packages to increase sales by 15% with positive customer experiences.

Coordinated with event planners for floor and table layouts, guest numbers and overall catering needs.

Promoted catering packages with most profitable outcomes without sacrificing client desires.

Worked with chefs to plan menus according to client needs and budgets.

Handled payment collection and payroll of 15 employees.

Handled catering scheduling, ordered food and planned events.

Handled escalated customer concerns with speed and knowledgeable support to achieve optimal satisfaction and maintain long-term loyalty.

Kept facility compliant with health codes, sanitation requirements and license regulations, alleviating potentially heavy fines.

Analysed sales data to identify trends and adjust purchasing decisions accordingly.

Reduced inaccuracies by carefully counting cash and keeping meticulous records of transactions.

Coordinated with catering staff to deliver food services for special events and functions.

Oversaw food preparation and monitored safety protocols.

Maintained effective monitoring levels and reordering food stock and dry goods.

Monitored and adjusted pricing, discounts and promotions to maximise profitability.

Inspected equipment and machinery for proper working condition and directed staff to clean and repair as needed.

Maintained kitchen cleanliness and sanitation through correct procedures and scheduled cleaning of surfaces and equipment.

Motivated staff to perform at peak efficiency and quality.

Enhanced financial controls to minimize theft and loss risks, continuously maintaining accurate accounts and cash drawers.

Trained staff on proper cooking procedures as well as safety regulations and productivity strategies.

Reduced health risks and safety hazards by preparing beverage products consistently while creating cleaning schedules, restocking items and sanitizing equipment to adhere to health department standards.

Purchased food and cultivated strong vendor relationships.

Maximized quality assurance by completing frequent line checks.

Managed staff schedules and maintained adequate coverage for all shifts.

Developed unique events and special promotions to drive sales to increase of 20%

Implemented effective inventory control systems to reduce food spoilage and waste.

Verified prepared food met standards for quality and quantity before serving to customers.

August 2006 - January 2009

Hospitality Supervisor

Burswood Dome Green Room, Perth, WA

Collaborated with various team members to meet performing artists' requests.
Established and maintained relationships with key customers to promote satisfaction and loyalty.
Coordinated with vendors to get prompt delivery of hospitality services.
Planned, organised and managed events, following client specifications to enhance satisfaction.
Trained and supervised staff to provide highest level of customer service.
Directed food preparation and cooking activities to meet health and safety standards.
Monitored food inventory and supplies to prevent waste.
Addressed customer complaints with professional demeanor and used communication and problemsolving skills to resolve issues.
Catered needs, requirements and confidentiality of all performing artists and celebrities.

January 1986 - November 2006

Aesthetician

Self Employed Services, Balcatta & Leederville, Western Australia

Informed, answered questions and recommended treatments for clients seeking range of aesthetic services.
Performed treatments and created and maintained records of treatment according to company policy.
Advised clients on proper home-care regimens.
Brought in up to 15 new clients per month through targeted marketing and word-of-mouth referrals from satisfied clients.
Delivered safe, therapeutic experiences to leave clients feeling relaxed and refreshed.
Studied ingredients in products to explain benefits to clients.
Cleaned and disinfected equipment to promote safe and sanitary environment.
Contacted patients to prepare for treatment, follow up after services and recommend promotions.
Guided patients through process, explaining what to expect and how to follow up to improve results.
Performed waxing, body wrap application, and gentle exfoliation to improve overall skin condition.
Informed guests of appropriate products available to increase retail sales.
Developed individualised, therapeutic skin care programs.
Practiced new makeup application techniques and color combinations to promote various makeup brands.
Suggested appropriate therapy based on current health of client.
Created repeat business by developing long-term relationships with regular customers.
Resolved customer complaints and facilitated conflict resolutions.
Assessed condition of clients' skin in order to make recommendations to improve skin quality.
Gained knowledge of facial massage techniques and skin care product ingredients.
Recommended and performed micro -dermabrasion, peels and laser treatments.
Performed consultations for patients before scheduling treatments.
Reinforced customer selections by reviewing use and benefits of chosen products.
Cleansed, exfoliated and moisturised customer skin.
Discussed procedures and treatment options with clients.
Handled busy schedules and stayed on top of key deadlines.
Performed special anti-oxidant, acne, and micro-dermabrasion facial services.
Educated guests on current promotions, events and services within store or salon increasing sales by 15%.

January 2001 - May 2005

Food & Beverage Manager

Function Concepts, Perth, WA

Made food according to standard recipes with requested changes for customer satisfaction.

Prevented food spoilage by monitoring dates, rotating stock, and following proper storage procedures.

Strictly followed sanitation and food safety guidelines as required by regulatory agencies and company.

Maintained clean, trash-free work spaces to maximize productivity and safety. Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.

Replenished condiments, beverages, and supplies while maintaining cleanliness of service areas.

Learned other teammates' work tasks to train as backup.

Restocked supplies and prepared additional ingredients during downtime for expected busy periods.

Prepared and served various food and drink items to customer specifications in fast-paced environments.

Followed safety and sanitation policies while handling food and beverages to uphold proper health standards.

Served and assisted diners by carrying plates of food, taking and delivering beverage orders and refilling glasses.

Distributed food to waiters and waitresses to serve to customers.

Adjusted food preparation methods in accordance with customer requests.

Utilized POS system to receive and process food and beverage orders.

Leveraged hand-held trays and buffet carts to serve food and beverage items to guests.

Monitored food quality and freshness throughout day.

Stored food in designated containers and storage areas to prevent spoilage.

Operated dish washing and sanitizing equipment according to manufacturer instructions.

Developed and maintained positive relationships with customers to enhance service.

Handled cash transactions and point-of-sale operations to assist dining room staff during busy service periods.

Demonstrated knowledge of menu items and corresponding ingredients.

Greeted customers and answered inquiries regarding menu items and specials.

Observed diners to respond to additional requests and determine when meal completed.

Prepared tables by laying out napkins and utensils, refilling condiments and performing other preliminary tasks.

Cross-trained in other kitchen positions to support staff and meet customer needs and demands.

Cleaned and organized kitchen, dining and service areas.

January 2001 - December 2004

Cocktail Wait Person

Grapeskin Wine Bar, Perth, Western Australia

Functions, Wine Sales & Staff Training

Proven ability to develop and implement creative solutions to complex problems.

Cultivated interpersonal skills by building positive relationships with others.

Organised and detail-oriented with strong work ethic.

Demonstrated respect, friendliness and willingness to help wherever needed.

Worked well in team setting, providing support and guidance.

Excellent communication skills, both verbal and written.

Exercised leadership capabilities by successfully motivating and inspiring others.
Demonstrated strong organisational and time management skills while managing multiple projects.
Gained extensive knowledge in data entry, analysis and reporting.
Developed strong organisational and communication skills through coursework and volunteer activities.
Adaptable and proficient in learning new concepts quickly and efficiently.
Skilled at working independently and collaboratively in team environment.
Demonstrated high level of initiative and creativity while tackling difficult tasks.
Applied effective time management techniques to meet tight deadlines.
Acted as team leader in group projects, delegating tasks and providing feedback.
Strengthened communication skills through regular interactions with others.

January 1990- December 2004

Aerobics Instructor & Competitor

Community Fitness Centre, Perth, Western Australia

Enhanced client experience by maintaining motivational and supportive culture.
Managed group fitness classes of up to 30 members.
Encouraged and motivated participants to persevere through challenges to achieve new goals.
Monitored participant progress and provided positive reinforcement to support goal achievement.
Collaborated with other instructors to create effective class designs focused on participant feedback.
Educated members on proper movement techniques and safe equipment use to reduce risk of injury.
Planned and executed group fitness sessions with warm-ups and cool-downs.
Developed creative and fun fitness classes to keep participants engaged and motivated.
Taught diverse group fitness classes designed to improve cardiovascular health, strength and mobility.
Assisted with marketing and promoting of classes and services.
Delivered fun and motivating group fitness classes designed to improve overall health and fitness levels.
Educated participants on proper nutrition and healthy lifestyle habits.
Used music to motivate and energize classes.
Demonstrated proper form and technique to prevent injury.
Promoted safe and inclusive environment for club clients and members.
Collaborated with other fitness professionals to develop and implement new programs.
Counseled participants on nutrition to help reach fitness goals.
Established classes to effectively match skill and learning levels of all participants.
Created structured and innovative fitness programs to be executed in small to large group atmospheres.

Competitions

Competed in Novice Aerobic Competition -3rd Place
Competed twice in Participants Aerobic Competition - 1st Place
Competed in Masters Aerobic Competition - 1st Place
Competed in State Step Team Competition - 1st Place
Competed in State Participant Competition - 1st Place
Competed in National Aerobic Gymnastics Competition - 2nd Place

December 2004 - 2005**Host/Meet & Greet*****New Brisbane Hotel, Perth, Western Australia***

Providing seating arrangements for dining hotel patrons.
Liaised with patrons on quality of food and beverages.
Proven ability to develop and implement creative solutions to complex problems.
Cultivated interpersonal skills by building positive relationships with others.
Organised and detail-oriented with strong work ethic.
Demonstrated respect, friendliness and willingness to help wherever needed.
Excellent communication skills, both verbal and written.
Exercised leadership capabilities by successfully motivating and inspiring others.
Demonstrated strong organisational and time management skills while managing multiple projects.
Skilled at working independently.
Demonstrated high level of initiative and creativity while tackling difficult tasks.
Applied effective time management techniques to meet tight deadlines.
Acted as team leader in group projects, delegating tasks and providing feedback.
Strengthened communication skills through regular interactions with others.
Cultivated and strengthened lasting client relationships using strong issue resolution and dynamic communication skills.

January 1993 - December 2000**Maitre, Restaurant Assistant*****Tropea Ristorante, Osborne Park, Western Australia***

Maitre'd for Tropea Ristorante Italian Function
Coordinating, Meet & Greet Guests (mainly Italian),
General Restaurant Duties
Stocked condiments, filled specialty machines with drink mixes and prepped fryer items to prepare for peak hours.
Spoke clearly and persuasively in positive or negative situations and responded well to questions.
Created environment for guests to stimulate senses through personal services and amenities and followed up throughout meal to reinforce positive experience.
Conducted hourly rounds to wipe tables, stock utensils and sweep floor to maintain cleanliness of eating area.
Discussed menu items with customers and suggested promotional items to increase sales.
Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
Monitored seating area and checked restrooms regularly to keep spotless.
Cultivated positive guest relations by managing information and orchestrating speedy seating.
Used cash registers and credit card machines to cash out customers.
Answered customer questions about hours, seating, and menu information.
Took reservations and to-go orders by phone, answered customer questions, and informed of accurate wait times.
Supported servers, food runners, and busboys with keeping dining area ready for every guest.
Worked with front of house staff to move tables and adjust seating to accommodate groups with special requests.
Assigned patrons to tables suitable for needs and restaurant section rotation.
Greeted guests, escorted to dining tables and provided menu and information about restaurant to encourage seamless flow of service.
Counted cash drawer before shift and balanced at end of shift to reconcile sales.

Served as leader of FOH team by assigning duties, work stations and responsibilities.
Maintained sanitary and organised work environment by implementing and executing safe food handling, food service and cleaning procedures.
Trained new employees in operational procedures and duties for front and back house positions.
Trained new hostesses on customer service best practices and restaurant policies to maintain high standards of service.
Accommodated special seating requests for guests to enhance satisfaction.
Relayed guest comments or suggestions to manager on duty for further action.
Greeted customers warmly upon arrival and provided friendly and warm presence throughout dining experience.
Provided adequate supply of place settings for tables and miscellaneous supplies for work stations to last throughout assigned shift. Developed and maintained up-to-date knowledge of menu items and daily specials to accurately respond to customer queries.

May 1994 - November 1997

Health & Wellness Consultant

Herbalife Independent Distributor, Perth, Western Australia

Promoted available resources and connected individuals with services.
Monitored health trends and data to identify health concerns and develop related health education initiatives.
Created pamphlets, videos and other health education materials to promote health awareness and preventive health practices.
Developed and implemented health education programs to promote healthy lifestyles and prevent chronic diseases.
Collaborated with other health professionals to provide comprehensive health education services.
Collaborated with other healthcare professionals to design and deliver health education services to clients.
Developed and implemented health education programs to help individuals and communities improve health and well-being.
Assessed success of health education programs through surveys and data collection.
Developed and distributed health education materials to increase awareness and understanding.
Gave public talks on importance of health education and specific disease prevention and treatment strategies.
Participated in community outreach activities to promote health education initiatives.
Analyzed health data and created reports to present to community leaders and stakeholders.
Taught health education classes for community workers and members of public.
Established and maintained partnerships with community organizations to promote health education programs.
Maintained accurate and complete records to document program activities and outcomes.
Built partnerships with community organizations to expand reach and impact.
Complied with legal and ethical standards to meet regulatory requirements.
Led planning and achievement of goals and objectives consistent with agency mission and philosophy. Continually improved knowledge, skills, and performance based on feedback and self-identified professional developmental needs.

January 1986 - January 1988

Enrico's, Restaurant - Wait Person

Restaurant duties, Meet and greet Italian Guests

Demonstrated creativity and resourcefulness through the development of innovative solutions eg floral table arrangements, bowls of nuts at bar and Italian biscotti served with coffee.

Stock control

10 -20 Customer calls per day for lunch or dinner reservations.

Responsible for ordering table linen and collecting dry cleaning.

January 1984 - January 1985

Italian Medical Receptionist (Part-Time)

Doctors J.J. DiCamillo & J. Calabro, Balcatta, Western Australia

Translating and Interpreting for Italian patients

Adaptable and proficient in learning new concepts quickly and efficiently.

Developed and maintained courteous and effective working relationships.

Cultivated interpersonal skills by building positive relationships with others.

Skilled at working independently and collaboratively in team environment.

Ran errands and provided general office support in professional environment.

Strengthened communication skills through regular interactions with others.

Managed up to 30 patient calls per day.

January 1977 - January 1984

Bank Officer

ANZ BANK AUSTRALIA, Perth, Western Australia

Teller & Bank Accounts, Data Entry, Assisting,

Interpreting and Translating for Italian customers

Built and maintained productive relationships with internal and external C-level executives to facilitate business success.

Upheld stringent bank standards for loans, money handling, and legal considerations.

Orchestrated audits focused on registration and training functions.

Established key procedures for teams preparing documentation, models and presentations.

Utilised up-to-date information to make effective decisions governing bank operations.

Supervised branch operations and made continuous improvements in each area.

Provided direction and leadership to all employees to maximize productivity and bottom-line profitability.

Represented bank at community events to establish strong ties and promote business.

Managed team of 9 analysts focused on Proof

Machining & Data entry.

September 1976 - January 1077

Art Supplies Salesperson

Jackson's Drawing Supplies, Subiaco, Western Australia

Ran errands and provided general office support in professional environment.
Managed time efficiently in order to complete all tasks within deadlines.
Applied effective time management techniques to meet tight deadlines.
Worked effectively in fast-paced environments.
Passionate about learning and committed to continual improvement.
Worked well in team setting, providing support and guidance.
Developed strong communication and management skills through working on group projects.
Demonstrated respect, friendliness and willingness to help wherever needed.
Developed and maintained courteous and effective working relationships.
Self-motivated, with strong sense of personal responsibility.
Cultivated interpersonal skills by building positive relationships with others.
Gained extensive knowledge in data entry, analysis and reporting.
Skilled at working independently and collaboratively in team environment.
Strengthened communication skills through regular interactions with others.

January 1976 - June 1976

Fashion Saleperson

Katies & Colette Fashions, Perth, Western Australia

Developed strong organizational and communication skills through coursework and volunteer activities.
Identified issues, analyzed information and provided solutions to problems.
Strengthened communication skills through regular interactions with others.
Delivered services to customer locations within specific time frames.
Self-motivated, with a strong sense of personal responsibility.
Gained extensive knowledge in data entry, analysis and reporting.
Organized and detail-oriented with a strong work ethic.
Ran errands and provided general office support in a professional environment.
Developed and maintained courteous and effective working relationships.
Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
Managed time efficiently in order to complete all tasks within deadlines.
Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
Excellent communication skills, both verbal and written.
Skilled at working independently and collaboratively in a team environment

EDUCATION

February 1971 - October 1975

College Graduate

English, English Literature, Italian, Italian History & Culture, History, Art & Design

St. Mary's College, Aranmore College - Leederville, Western Australia

Professional development completed in Italian Languages

Elected Captain of Netball Team

Member of Student Council

Advanced written and oral education in Italian language

Awarded Distinctions in Examinations for Junior & Senior Dante Alighieri Italian Education

1973 -1975

Dante Alighieri Diploma

Italian Oral & Written Language Studies

University of Western Australia - Nedlands, Western Australia

Awarded Dante Alighieri Junior Examination Certificate with Distinction

Awarded Dante Alighieri Senior Examination Certificate with Distinction

Advanced education in Italian Language with Diploma

1977 - 1984

Banking Computer Studies - No Degree

ANZ Bank Data Entry Education Centre - Perth, Western Australia

Elected as Proofing Department Team Leader

Bank Exchanges and Data Entry in 1978

Completed professional development in Data Entry

Awarded Staff Achievement for speed trials in data entry

Competency in Cash Handling

2022

Official Contracts, Certificates & Court Documents

ProZ.com - Online

Awarded Certificate of Completion

Completed professional development in Official Contracts, Certificates & Court Documents

Member of ProZ.com

2022

Access To Language Services

Association For Culturally Appropriate Services - Mt.Lawley, WA

Completed professional development in Language services for better care of migrant seniors

Awarded Certificate of Attendance

Member of AFCA

Advanced education in Language Services

ACCOMPLISHMENTS

Collaborated with teams of more than 100 Police Officers and Security in the development of CHOGM 2011 with the arrival of Queen Elisabeth & Prince Phillip residing at Government House.

The annual event of the Australia Day celebrations arranging catering for more than 600 guests, managing and supervising a team of 30 staff members.

Used Microsoft Excel to develop inventory tracking spreadsheets.

Achieved a 33,000 word translation of a Cryptocurrency Manual in my first two weeks into Freelancing completing before deadline with accuracy and efficiency.

Worked backstage with celebrities such as Elton John, Kylie Minogue, Hugh Jackman, Santana, Billy Joel, Justin Timberlake, Christina Aguilera, Iron Maiden, John Farnham, Daryl Braithwaite, Molly Meldrum and many more.

Assisted National & International Tennis Players at Perth Hopman Cup

Achieved 1st Place in State Step Aerobic Team Competition,

1st Place in Individual State Aerobic Competition,

2nd Place in Australian National Individual Aerobic Competition

1st Place in the Masters Aerobic Competition through effectively and consistently training and maintaining a healthy lifestyle.

ADDITIONAL INFORMATION

Current and Longstanding Clients

Serena Foschi Director and Professional Translator EN-IT

DE-IT ES-IT FR-IT PT-IT IT-EN ZH- IT

IT- ES ES-EN

Virtualelingua Limited **17 melbourne court model farm road Cork**

IRELAND

Medical Reports Translations - Italian to English

Yessica Quinton

Translation Coordinator

www.lexxika.co

Alice Malinsky

Project Manager at Word Lights Translation

US +1 805-467-6765 Skype word.lights Address 318

S.Detroit st, 90036, Los Angeles, CA, USA

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| T.: +370 5 2532211 Locations:

Sweden-LithuaniaLatvia-Estonia-Ukraine

TEKTIME BOOK TRANSLATIONS

Online Blog

<https://bookstore.tektime.it/wp>

Sandrine Urquhart - Project Manager

The Language Room Ltd

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Linlithgow EH49 6QT

Tel: +44 (0)1506 670009

translation@thelanguageroom.com

Lorenzo Longo Author/Writer

<https://www.overdrive.com/creators/1085719/lorenzo-longo>

Victory Storm Romance Novelist/Author/Writer

https://www.amazon.in/Victory-Storm/e/B00J1EJ8VI%3Fref=dbs_a_mng_rwt_scns_share?author-follow=B00J1EJ8VI

Stefano Conti Author/Writer

<http://www.feelsenigallia.it/binaries/content/gallery/senhippo/turismo/eventi/speciali/festival-del-giallo/stefano-conti-festival-del-giallo-senigallia.jpg>

CERTIFICATIONS

1973 - Dante Alighieri Italian Junior Certificate of Distinction

1975 - Dante Alighieri Italian Senior Certificate of Distinction

1975 - Plida Society of Dante Alighieri Diploma Certificate

2012 - AUSTRALIAN BUTLER SCHOOL

2012 - Manager, Injury Prevention and Health Services

2020 - Team Legacy Marketing

2021 - Numerology Master Practitioner for Readers

2021 - Foundations of Numerology Practitioner

2021 - PURE REIKI HEALING MASTER LEVEL 3

2021 - GRADUATION AND COMPLETING THE EMPATH COURSE TRAINING PROGRAM

2022 - ProZ.com Official translations - contracts, certificates and court documents

2022 - AFCAS Language services for better care of migrant seniors

2023 - ISAAC TRANSCRIPTION TEST - ENGLISH Certification obtained: 2023-05-20 ...Your Score: 100

2023 - ISAAC TRANSCRIPTION TEST - ITALIAN Certification obtained: 2023-05-20Your Score: 80

2023 - ISAAC LANGUAGE TESTING - ENGLISH Certification obtained: 2023-05-20Your Score: 97

INTERESTS

Numerology & Astrology

Beauty/Health & Wellness

Swimming

Ballroom & Latin Dancing

Arts & Crafts

Fashion Design

Music & Theatre

VOLUNTEER WORK

InCasa Italian Aged Care Social Support

Social Luncheons with activities such as Bingo Raffles & Dancing