



## Curriculum vitae Europass

### Personal informations

Name(s) / Surname(s) **Sara Ciccarelli**  
Address(es) Via Enrico Toti 38 , 59100 Prato PO (Italy)  
Mobile phone 331-7249838  
E-mail sara .ciccarelli11@gmail.com  
Citizenship Italian  
Date of birth November 11, 1987  
Sex Female

### Professional experience

At your place June 01, 2005 - June 30, 2005  
Occupation or position held Internship  
Main activities and responsibilities Settlements, payments and VAT accounting office activities.  
Employer's name and address Municipality of Prato Economic-Financial Service Economic-Financial Management Unit (VGA) Prato

At your place December 04, 2006 - August 31, 2007  
Occupation or position held Basic customer service operator, Procter & Gamble brand  
Employer's name and address Sykes Enterprises Italy  
Srl Prato  
Type of business or sector Service industry

At your place 2007 - 2009  
Occupation or position held Promoter/Hostess  
Main activities and responsibilities Promotion of various types of objects such as Nokia brand mobile phones, Böse brand items, perfumes and fidelity card hostess activities at Pam Supermarkets  
Employer's name and address

At your place July 2010 - September 2010  
Occupation or position held Internship  
Main activities and responsibilities Translation from Italian into English and vice versa. Translation of articles and medical books with drafting and proofreading of articles both in Italian and in English.

Employer's name and address

Dialogika srl  
Via Campolmi, 4, 59100 Prato (Italy)

October 2010- May 2023

Import-Export Commercial Clerk

Drafting of commercial offers and purchase orders, as well as issuing of invoices, transport documents and documents for the sale in Spanish and English. Daily communication with customers and suppliers in the same language both verbally (telephone) and in writing.

Additional task of administrative manager, forecasting long and short term expenses and earnings, internal accounting tasks with issue of journal note, issue of EC and non-EEC invoices and electronic invoicing using accounting programs such as Spring and Passepartout.

Translation for internal use of accounting documents, technical manuals in Spanish and English.

Italtrader srl

Via Frediani 12, 59100 Prato (Italy)

December 2022 - March 2023

Data Collector for Meta

SCALE AI/Remotask

March 2023

Voice Recording for Samsung

Telus International

May 2023 -

Editing, Validation and Rewriting AI Machine Translation and Responses

SCALE AI/Remotask and LXT

July 2023

**Opening VAT number**

Translation and Interpreting Company, Freelancer

Languages: From English to Italian

Spanish (European/Latin American) to Italian

Italian to English

Italian to Spanish

July 2023

Reviewer MTPE from English to Italian

Synergium

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Participation at Mostra MEF Firenze  
2015 As Sales Promoter c/o Stand  
3M

Commissioned translation of any type  
of document from and to Spanish and  
English and proofreading.

## Education and

## training

qualification awarded  
organisation  
provider of education and

Dates Title of 2001 - 2006  
Name and type of Business  
training expert and  
correspondent  
in foreign  
languages Isit  
A. Gramsci -  
JM Keynes  
Lawn

At your place  
Title of qualification awarded  
Name and type of  
education and training

2007 - 2011  
organization providing  
Degree in Intercultural Studies (Specialization in German  
and Spanish language and literature) University of  
Florence

## Skills and competences personal

Native

speaker(s)

**Italian**

Other

language(s)

Self evaluation  
*European level (\*)*

**English**

**French**

**German**

**Spanish / Castilian**

### Comprehension

### Spoke

	I listen	Read ing	Oral interaction	Oral product
B2	Autonomous user	C1 Expert user	C1 Autonomous user	C1 Autonomo user
B1	Autonomous user	B2 Autonomous user	A2 Base user	A1 Base us
B2	Autonomous user	C1 Expert user	B1 Autonomous user	B1 Autonomo user
C1	Autonomous user	C1 Autonomous user	C1 Autonomous user	C1 Autonomo user

(\*) [Common European framework of reference for languages](#)

Management ability to organize work individually or in small groups. Problem solving and supervisor and coaching skills.

Excellent use of Windows 7 and higher systems, Microsoft Office such as Excel, Word.  
Good knowledge of Spring and Passepartout programs

Driving license

B, self-driving car