



CONTACT ME

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✉ francescabassi.es@gmail.com

📍 Aveiro, Portugal

EDUCATION

MD International Communication

University of Turin, Italy

2013 - 2016

Erasmus - FLUP

University of Porto, Portugal

2014 - 2015

BD Linguistic Mediation

University of Turin, Italy

2009 - 2013

SKILLS

- Outstanding attention to detail
- Translation copywriting
- Proofreading
- Editing skills
- Document evaluations
- Transcription
- Written translations

Francesca Bassi

Translator

WORK EXPERIENCE

Translator

Sep 2010- Present

Freelance | Europe

- Written translation - transcription: Italian/Spanish/Portuguese/English for international companies and cultural institutes
- Translation of legal texts, user manuals, correspondence, websites, art exhibition content, and international events in Latin America and Europe.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Proofread, edited and improved documents of different sizes.
- Completed precise translations of official documents with correct words and phrasing to meet legal standards.

Export Sales Representative, Area Manager

Jan 2021 - Sep 2023

Bulloni Lda | Porto, Portugal

Countries: Portugal, Czech Republic, Switzerland, Industry clients Italy.

Key Responsibilities:

- Increasing year turnover in key market/country targets;
- Assessed reports to evaluate performance, develop targeted improvements, and implement changes.
- Conducted company performance evaluations after events to assess interest level shown for products and services and discover opportunities for growth.
- Translator: Spanish, Portuguese and English

International Account Manager - Translator

Aug 2020- Oct 2020

Paul Stricker S.A. | Murtede, Portugal

Country: Italy

Key responsibilities:

- Market needs identification, client portfolio management, CRM
- Competitor evaluation, trend analysis, and KPI assessment
- Planning and coordinating Front Office sales visits
- Portuguese-Italian translations.

Export Sales Representative, Area Manager

Dec 2016- Feb 2020

Chaves Bilbao S.L. | Larrabetzu, Spain

Countries: Portugal and Italy.

Key Responsibilities:

- Client portfolio creation and management, identifying and developing new business opportunities
- Negotiating CGV and commercial agreements
- Developed and maintained positive customer relations and coordinated with team members to properly handle requests and questions.
- Portuguese- Spanish - English translations.