



## Maria Pandolfini

- Italy - Portugal
- [paspasapandolfini@gmail.com](mailto:paspasapandolfini@gmail.com)
- Driving license B

### Education

- Liceo Ginnasio Marco Minghetti (Liceo Classico, Humanities) - Bologna, Italy. *Graduated in 06/2021*
- Mediazione Linguistica Interculturale - L12, Translation and Interpreting, Alma Mater Studiorum - Università di Bologna, Italy. *Graduation expected in 10/2024*
- Erasmus+ Ponta Delgada, Azores Islands, Portugal *(08/2023 - 06/2024)*

### Professional Summary

Focused Translator with highly developed understanding of Italian, English, Portuguese and French languages and cultures. Skilled in quickly and accurately translating written documents. Over 3 years of related expertise.

### Skills

- Fluent in English
- Fluent in Portuguese
- Good level of French
- Excellent Writing Abilities
- Verbal and Written Communication
- Proofreading skills
- Cross-cultural Communication
- Editing Skills
- Advanced Grammar Knowledge
- Creative Thinking
- Growth Mindset
- Research and Analysis

## Professional Experience

- Babysitter - Kids 2-14 - Bologna, Italy (2018 - current)
- Study Tutor - Elementary, Middle and High School Students - Bologna, Italy (2020 - current)
- Internship Student - [La Zanichelli Editore S.p.A.](#) - Bologna, Italy (09/2019 - 06/2021)

- Improved internship experience by efficiently managing assigned tasks and meeting deadlines.
- Sorted, organized, and maintained files.
- Delivered high-quality work consistently, demonstrating strong work ethic and dedication to the internship program.
- Gained exposure to various facets of the industry through job rotation opportunities that provided well-rounded experience within the internship program.
- Assisted colleagues in their tasks when needed, fostering a supportive work environment.

Tasks: writing, redacting, editing, translating

- Internship Student - [Penny Wirton, Italian Language School for Immigrants](#), Forlì Città Aperta - Forlì, Italy (10/2022 - 05/2023)

- Developed professional skills through hands-on experiences, including time management and effective communication.
- Received positive feedback from supervisors, reflecting a strong commitment to personal growth and development throughout the internship program.
- Gained practical experience in various aspects of the field, applying academic knowledge to real-world situations.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Supported company goals by actively participating in brainstorming sessions and providing valuable insights.

Tasks: planning and teaching Italian language individual or group classes to immigrants from different countries

## Certifications

- C1 Cambridge Certification

## Languages

- Italian: native language
- English: C2
- Portuguese: C1
- French: B2