



EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name	MARCELA GROHOVA
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Nationality: Slovak  
Date of birth: March 9<sup>th</sup> 1980

WORK EXPERIENCE

- Dates (from – to) [ 1997-1999 ] (summer season)
  - Name of employer *Tatra TRAVEL*
  - Type of business or sector Tourism
  - Occupation Tourist Guide
  - Main activities and responsibilities Guiding German tourist throughout the High Tatras and Eastern Slovakia, interpreting the cultural and natural heritage of the mentioned area
  
  - Dates (from – to) [ 1999-2007 ]
  - Name of employer *The The English Association, Cantiere Navale F.lli Mugnaini, Bertoneiliauto s.r.l., Union Force Marine Marseille, H.P.M Italia, Court of Lucca - Viareggio, lawyers – Agnoloni- Florence, Citani – Rome, Prisco – Viareggio and several hotels in Versilia (Tuscany)*
  - Type of business or sector Translation and interpreting
  - Occupation Freelance Interpreter and Translator
  - Main activities and responsibilities
- Translations:**  
English to Italian, German, Slovak      Italian to English, German, Slovak
- Specialized in:**
- |                             |                |
|-----------------------------|----------------|
| Law (general)               | Press releases |
| Tourism & Travel            | Phone Calls    |
| Business/Commerce (general) | Interviews     |
| User's Manuals              | Letters        |
| Sworn translations          | Web sites      |
| EU Standards                |                |
- Legalizing of translated documents at the Public Prosecutor's Office

- Dates (from – to)
- Name of employer
- Type of business or sector
  - Occupation
- Main activities and responsibilities

[ 2003-2007 ]

*Consorzio di Promozione Turistica di Camaiore*

Tourism

Project managing, Front desk, Public relations

Coordination of the Tourist information Centre in its three principal branches – information office, booking centre, projecting and public relations.

web site projecting- [www.versiliainfo.com](http://www.versiliainfo.com)

## EDUCATION AND TRAINING

*Institute of Linguists Diploma in German Culture & Translation.  
Institute of Linguists Diploma in English Culture & Translation)*

University of Matej Bel in Banska Bystrica – Linguistics and Pedagogy

## PERSONAL SKILLS AND COMPETENCES

Ability to work with different people in multicultural environment, interpersonal skills, organizational skills, teamwork, technical skills (Office 2007 package, Internet, Macromedia Fireworks), ability to improve quickly, high adaptability, flexibility, multitasking, high liability, self motivated, innovative

## MOTHER TONGUE

SLOVAK

## OTHER LANGUAGES

### ITALIAN

Excellent

Excellent

Excellent

### ENGLISH

Excellent

Excellent

Excellent

### GERMAN

Excellent

Excellent

Excellent

## TECHNICAL SKILLS AND COMPETENCES

Installing operating system and additional programs and hardware for common use of a PC, web site tree developing,

## DRIVING LICENCE(S)

A50, B