

PERSONAL INFORMATION

Name **PAOLA SPAGNOLO**
Address **5, Via Mazzini , 74100 TARANTO - I**
Telephone **(39-099) 4592952**
Fax **(39-099) 4551725**
Mobile **(39-338) 5961149**
E-mail Paola_spagnolo@libero.it; paolaspagnolo@aruba.it
Nationality **ITALIAN**
Date of birth **01.06.1974**

WORK EXPERIENCE

- Dates **From Novembre 2006 – in course**
• Name and address of employer **TRSUTED TRANSLATIONS USA**
• Type of business or sector **Distance Translations, editing and proofreading**
• Occupation or position held **Translator**
• Main activities and responsibilities **Translations Italian/English/Italian; Italian/Spanish/Italian**
- Dates **From April 2006 – in course**
• Name and address of employer **FAST TRANSLATE – Athens – Greece**
• Type of business or sector **Distance Translations**
• Occupation or position held **Translator**
• Main activities and responsibilities **Translations Italian/English/Italian; Italian/Spanish/Italian; Italian/French/Italian**
- Dates **November 2005 – April 2006**
• Name and address of employer **EASY LIFE – METHOD SCHOOL**
• Type of business or sector **Teaching English Language**
• Occupation or position held **Teacher – time limited collaboration**
• Main activities and responsibilities **English teaching to public employees for updating courses organised by the Interiori Ministry with the Communitarian Funds Contribution (PON) .**
- Dates **From 19th Novembre 2004 – in course**
• Name and address of employer **MYDIOMA TRANSLATORS – WOLF GROUP SpA – ERBA (CO)**
• Type of business or sector **Distance translations**
• Occupation or position held **On line translator**
• Main activities and responsibilities **Translations Italian/English/Italian; Italian/Spanish/Italian**
- Dates **From 1st 2005 – in course**
• Name and address of employer **WESTERN UNION – FININT SpA – Via C. Tenca 2 – 20124 MILANO**
• Type of business or sector **Real time money transfer**
• Occupation or position held **Sub-agent for Taranto**
- Dates **1999 – 2006**
• Name and address of employer **SCUE (Consultant's Office for the European Union) – Taranto - I**
• Type of business or sector **Communitarian Consultancy**
• Occupation or position held **Responsible for foreign contacts. Internationalization Networks (BRE and BC-NET – Partners Search Database) updating and management.**

- Main activities and responsibilities Partners Search, elaboration and submission of Community projects responding to European Commission calls for proposals in Italian / English / French language. (DAPHNE, LEONARDO DA VINCI, SOCRATES, LIFE ENVIRONMENT, INTERPRISE, IBEX, V FRAMEWORK PROGRAMME,PUBLIC HEALTH); developing of reports and themes connected to Community Policies (Italian, English, Spanish, French).
- Date **27th – 29 October 2004**
 - Name and address SCUE (Consultant's Office for European Union) – Taranto - I
 - Type of business / sector INTERREG IIIC Programme– NEW EPOC Project – Taranto – I – 3rd Steering Committee Meeting + Workshop on Port areas regeneration
 - Position Responsible for the contact with the Leader Project and with foreign partners
 - Main activities and tasks Technical, logistics and linguistical assistance to the Service Communitarian Policies of the Municipality of Taranto. Organisation of the event and participation and support durino all the phases of the event development. Transnational hosts: 22. Working languages: English, Spanish and French.
- Date **04-05 October 2004**
 - Name and address SCUE (Consultant's Office for European Union) – Taranto - I
 - Type of business / sector INTERREG IIIC Programme – MarMu Commerce Project – Approved by the JTS in Rostock (Ref. 3N0081I) – Leader Project: DEUTSCHES SCHIFFFAHRTMUSEUM, DEUTSCHLAND
 - Position Responsible for the contact with the Leader Project and with foreign partners
 - Main activities and tasks Participation to the working group as contact person for SCUE (Consultant's Office for European Union) – Taranto - I
- Date **07-08 July 2004**
 - Name and address SCUE (Consultant's Office for European Union) – Taranto - I
 - Type of business / sector INTERREG IIIC Programme– NEW EPOC Project – Trieste – I – WP2 Thematic Meeting
 - Position Responsible for the contact with the Leader Project (Southampton City Council) and with foreign partners
 - Main activities and tasks Participation to the working group as contact person for the Service Communitarian policies of the Municipality of Taranto. Working languages: English; Spanish; French
- Date **04-07 May 2004**
 - Name and address SCUE (Consultant's Office for European Union) – Taranto - I
 - Type of business / sector INTERREG IIIC Programme– NEW EPOC Project – Bremen - Germany – II General Meeting
 - Position Responsible for the contact with the Leader Project (Southampton City Council) and with foreign partners
 - Main activities and tasks Participation to the working group as contact person for the Service Communitarian policies of the Municipality of Taranto. Working languages: English; Spanish; French)
- Date **January 2004**
 - Name and address Policlinico Umberto I – Rome / Gynaecology & Prenatal Division. Psychology Service
 - Type of business/sector Translation of texts regarding the "programme of Prenatal & Perinatal Psychology of the Santa Barbara Health Institute - US
 - Position Distance Translation – external collaboration
- Date **17 – 19 December 2003**
 - Name and address SCUE (Consultant's Office for European Union) – Taranto - I
 - Type of business/sector INTERREG IIIC Programme– NEW EPOC Project –. Bilbao Spain – Operational Meeting "Toolset & dissemination "
 - Position Responsible for the contact with the Leader Project (Southampton City Council) and with foreign partners
 - Main activities and tasks Participation to the working group for the component 5 (toolset & dissemination) as contact

person for the Service Communitarian policies of the Municipality of Taranto. Working languages: English; Spanish; French)

- Date **9 – 11 July 2003:**
 - Name and address SCUE (Consultant's Office for European Union) – Taranto - I
 - Type of business / sector INTERREG IIIC Programme –NEW EPOC Project – Brussels – BE . Inaugural Meeting among partners
 - Position Responsible for the contact with the Leader Project (Southampton City Council) and with foreign partners
 - Main activities and tasks Linguistic and Technical assistance to the Project signatory , Hon. Dr. M. TUCCI – Vice Mayor of Taranto. Participation to the meeting as responsible of the project drawing and technical assistance. (Working languages: English, Spanish , French).
-
- Dates **May 2001:**
 - Name and address of employer SCUE (Consultant's Office for the European Union) – Taranto - I
 - Type of business or sector IBEX ERGON 2001 – Athens - Greece. International Buyers Exhibition , sectors: aluminium, metals, casting.
 - Occupation or position held Responsible for contacts with lead partner (EOMMEX - Athens – GR)
 - Main activities and responsibilities Technical and linguistic assistance for Italian SME participating to the event (English, Spanish)
-
- Dates **October 2000:**
 - Name and address of employer SCUE (Consultant's Office for the European Union) – Taranto - I
 - Type of business or sector Elaborating and subscribing of an International contract between Italian and Moroccan SMEs – Paris - France.
 - Occupation or position held Communitarian expert in SMEs internationalization
 - Main activities and responsibilities Technical, linguistic and Communitarian assistance (French)
-
- Dates **October 2000:**
 - Name and address of employer SCUE (Consultant's Office for the European Union) – Taranto - I
 - Type of business or sector SISTEP MOROCCO - Casablanca. International Exhibition promoted by the Moroccan National Chamber for a know-how and technology transfer in carpentry and machinery sector.
 - Occupation or position held Responsible for contacts with lead partner (BNSTP – Casablanca – Morocco)
 - Main activities and responsibilities Technical and linguistic assistance for Italian SME participating to the event (French)
-
- Dates **August – December 1999**
 - Name and address of employer SCUE (Consultant's Office for the European Union) – Taranto – I
 - Type of business or sector "Leonardo da Vinci" mobility project (Stageuses from Paris University; Confebask Bilbao)
 - Occupation or position held Linguistic Training in italian
 - Main activities and responsibilities Contact person in the host structure in Taranto/ reports to the Leader projects in Paris (FR) and Bilbao (ES)
-
- Dates **October 1999**
 - Name and address of employer SCUE (Consultant's Office for the European Union) – Taranto – I
 - Type of business or sector IBEX BUILD' 99 – International Buyers' Exhibition. Sectors: building materials, marble, stones
 - Occupation or position held Responsible for contacts with lead partner (Prefecture of Kavala – GR)
 - Main activities and responsibilities Technical and linguistic assistance for Italian SME participating to the event (English, Spanish)
-
- Dates **21 – 27 September 1999**
 - Name and address of employer SCUE (Consultant's Office for the European Union) – Taranto - I
 - Type of business or sector International opening meeting among the Partners of "Leonardo da Vinci 1998" submitted by Seine et Marne MEDEF – Ile de France – FR

- Occupation or position held
- Main activities and responsibilities

Contact person for Italy – work languages: French, English, Spanish
presentation of the observatory on professional training set up in Italy

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

21 June 1999
SCUE (Consultant's Office for the European Union) – Taranto – I
International Opening Meeting for the start up of Ibex Build Project – Athens - Greece
Contact person for Italy – Speech reference
Management of the contacts with partners (work languages: English, Spanish and French)

EDUCATION AND TRAINING

- Dates
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

14th May 2004
Formez – Training and Studies Centre
The direct sources of financement of European Commission
Participation declaration - Ref. 1300

- Dates
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

April – June 1999
S.C.U.E. (Consultant's Office for European Union)
Stage on Communitarian Policies
Expert in projects drawing – Internationalisation Networks of the European Commission

- Dates
- Name and type of organization providing education and training
- Title of qualification awarded

November 1998
Language Studies International" – London - UK
Certificate in English Studies - Advanced level

- Dates
- Name and type of organization providing education and training
- Title of qualification awarded
- Level in national classification

April 1998
University of BARI – ITALY.
Degree in foreign languages and literatures. 4 years English ; 3 years Spanish
110/110 con lode

- Dates
- Name and type of organization providing education and training
- Title of qualification awarded
- Level in national classification

July 1993
Classical Studies Institute specialized in Foreign languages – ARISTOSSENSO – TA - I
Certificate in Linguistic education
60/60

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH
EXCELLENT
EXCELLENT
EXCELLENT

	SPANISH
• Reading skills	EXCELLENT
• Writing skills	EXCELLENT
• Verbal skills	EXCELLENT
	FRENCH
• Reading skills	GOOD
• Writing skills	GOOD
• Verbal skills	GOOD
SOCIAL SKILLS AND COMPETENCES	-Team work: cooperation of representatives of public offices for the joint submission of Communitarian project -cooperation with EIC or Members of Partners Search Database - partnerships at a national and international level Mediating skills: I am experienced at working in contacting and recruiting companies for events. -Intercultural skills: collection and selection of Press releases. Elaboration of Guide books, reports, speeches and info packs for companies - material recruiting and feasibility studies for young unemployed
ORGANISATIONAL SKILLS AND COMPETENCES	Organization of International Fairs and Exhibitions Good coordination skills and Logistic experiences
TECHNICAL SKILLS AND COMPETENCES	Competent with most Microsoft computer programs (from Windows 2000, Xp, NT; Office 2000); Internet Explorer 6.0; Outlook Express 6.0; Internet Researches
OTHER SKILLS AND COMPETENCES	REPORTS AND SPEECHES; EXCELLENT WRITING CAPACITIES
DRIVING LICENCE(S)	EUROPEAN DRIVING LICENCE – B CATHEGORY

ADDITIONAL INFORMATION

TRAVELS

- Study Journey to London - UK, from 1st to 28th November 1998
- Job travel to Athens – GR (Ibex Build meeting), June 1999
- Job travel to Ile de France (Leonardo da Vinci meeting), September 1999
- Job travel to Kavala – GR , (Ibex Build event) October 1999
- Study Journey to San Sebastian – ES to improve Spanish, April 2000
- Job travel to Athens – GR (Ibex Ergon 2001 meeting), October 2000
- Job travel to Casablanca – Morocco (SISTEP 2000 event), October 2000
- Job travel to Athens – GR (Ibex Ergon 2001 event), May 2001
- Job travel to Brussels – BE (meeting at European Commission), December 2001
- Job travel to Brussels – BE (start up meeting NEW EPOC Project), submitted by the City Council of Southampton in the framework of INTERREG IIIC Programme and approved by the Steering Committee, July 2003
- Job travel to Bilbao – ES in the framework of INTERREG IIIC Programme and approved by the Steering Committee, July 2003
- Job travel to Bremen in the framework of New EPOC INTERREG IIIC Programme and approved by the Steering Committee, July 2003
- Job travel to Bremerhaven in the Framework of MarMu Commerce Interreg IIIC programme (Ref. 3N00811) submitted by the Maritime Museum of Bremerhaven and approved by the Steering Committee of the European Commission in Rostock.

PERSONAL INTERESTS

Italian and Foreign literature, translations ; music; pc skills, travels, the sea.

Athletic activities and sports: spinning, table tennis, bike and swimming