

Maria Vittoria Panzacchi
Place and date of birth: Bologna, Italy, 30/03/1986
Phone number: +34 669193305
Email: mpanzacchi@gmail.com



PROFESSIONAL EXPERIENCE

TRANSLATOR AND PROOFREADER

SSE Language School (Ongoing collaboration)

Sector: translation, languages

Tasks: Translation, localization and proofreading of texts in various language combinations (Italia, English and Spanish).

IMPORT/EXPORT MANAGER LATIN AMERICA → EUROPE

Euroberry Marketing (March/2010 – June/2011)

Sector: import/export

Tasks: Import of highly perishable goods from Latin America into Europe (mainly the Netherlands), overseeing distribution throughout Europe and beyond, quality control and claims management as well as handling the payment of producers.

PERSONAL ASSISTANT TO THE MARKETS DIRECTOR FOR CESE (CENTRAL, EASTERN AND SOUTHERN EUROPE)

Amadeus IT Group (April/2008 - October/2008)

Sector: IT, services

Tasks: Managing the director's agenda, organizing meetings, whether face-to-face or via conference or video-conference call. Handling and filing all kinds of documents and records in all formats (hard, soft, electronic or digital): expense claims and reports, letters, emails, newsletters and all other types of communications.

HOSTESS/LINGUISTIC MEDIATOR

Porsche Italia S.p.a. (December/2004 - December/2007)

Sector: automotive, services

Tasks: Customer care in the Porsche stand at the Bologna International Motorshow. Welcoming and attending clients and VIPs visiting the stand. Linguistic mediation and support in meetings. Staff training on product features and facts.

EDUCATION

PHD IN SPANISH PHILOLOGY. IN PROGRESS. UNIVERSIDAD DE SEVILLA.

Translation studies.

MASTERS IN "TRADUCCIÓN E INTERCULTURALIDAD". NOVEMBER 2009. UNIVERSIDAD DE SEVILLA.

Translation studies.

DEGREE IN TRANSLATION AND INTERPRETATION. DECEMBER 2007. UNIVERSITÀ DEGLI STUDI DI BOLOGNA

Translation studies and business mediation.

LANGUAGES

ITALIAN: native

ENGLISH: bilingual

SPANISH: bilingual

FRENCH: medium

IT SKILLS

Database, the internet, mail, presentations, Lotus Notes, SAP, Windows and Office (Excel, Word, Power Point, Access, etc.).

FURTHER INFORMATION

Available to travel

Prepared to relocate

Clean driving licence

References available upon request