

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name [ **CAMILLERI FAVA ELIZABETH** ]  
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Nationality Maltese  
Date of birth [ 16 JULY 1961 ]

**WORK EXPERIENCE**

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

**OCT 2005 -**  
Freelance Translator  
Translation and proofreading  
For various EU Institutions and other organisations  
I have translated/proofread/reviewed documents for EU Institutions in the agriculture, transport, environment, finance, chemical and other general sectors, and also general documents for the European Parliament since 2005. Via Glocal media during 2009 I translated voiceovers for the European Parliament. Recent projects also included being part of the Localization team of Microsoft Windos 7 (2011), Windows Live (2010), Microsoft and WWLI WinLive, Vista (2008), Microsoft XP, HSBC Voice Scripts, MACP Code of Ethics, translations of various projects for the EUN (Schoolnet), various documentation related to cooperatives etc. All translations are done in the language combinations from English to Maltese or vice versa.

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

**FEB 2009 –**  
Koperattivi Malta  
Management  
Projects Coordinator  
Coordinating various EU Projects

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

**FEB 2007 – DEC 2008**  
Fenlex Corporate Services Ltd  
Corporate Services  
Translations & Project Management  
I mainly do translation and proofreading and checking of documents & project management

- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- JULY – DECEMBER 2008**  
 Outlook Coop  
 Management & Communications  
 Researcher  
 Media Monitoring Project
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 2005 – 2006 (2 YEAR CONTRACT)**  
 Outlook Coop  
 Management & Communications  
 Operations Executive  
 Together with a team we managed an employment project
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 2004 - 2005**  
 IELS  
 Tourist sector  
 Teacher of English  
 Teaching English as a foreign language to students coming from countries all over the world including Western and Eastern Europe, Russia and Asia
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 1999 - 2004**  
 Alert Communications Ltd  
 Multimedia  
 Marketing Executive/Project Manager  
 Marketing the services and products of the company, meeting clients and discussing their requirements with regards to multi media including e-commerce, websites, internet marketing and advertising and search engine submissions. Preparing quotations and project managing the clients' e-business requirements.
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 1995 - 1999**  
 DHL International Ltd  
 Freight Forwarding  
 Commercial Manager  
 I headed the marketing department, prepared yearly marketing plans and projections co-ordinating the local scenario with international projections. Traveled four times a year to the quarterly Commercial Managers meetings held in Brussels, Vienna and London
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 1993 - 1995**  
 Miles International Ltd  
 Freight Forwarding  
 Marketing Manager  
 I assisted in the set-up of this new company and prepared yearly marketing plans and projections
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 1990 – 1993**  
 Salvo Grima Freeport Services Ltd  
 Freight Forwarding / Freeport Services  
 Marketing Executive  
 I formed part of a team in charge of setting up this new venture. During this span I traveled regularly, attending trade fairs, exhibitions and conferences, as part of the marketing efforts of the Group. I was also part of the organising team of various exhibitions and conferences we attended.
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
- 1980 – 1990**  
 Salvo Grima & Sons Ltd  
 Shipping

- Occupation or position held
- Main activities and responsibilities

Operations Executive

I was in charge of the day-to-day running of the ship supply department, was in contact with foreign ship owning companies and managed crew changes locally. I also traveled regularly to Trade Fairs and Exhibitions.

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

**1979 – 1980**

Kidds Property Services Ltd  
Renting of holiday apartments  
Secretary

I undertook the various day to day secretarial work of the company

## EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

**1996-2001**

Henley Management College

Business Administration

MBA

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

**1993-1996**

University of Malta

Management Studies

Dip. MS

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

**1977-1979**

M.C.A.S.T – Msida

Secretarial Studies

Diploma

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

**PRIMARY & SECONDARY EDUCATION**

St. Francis School – Balzan

St. Venera Gilrs' Secondary School

National Curriculum

O Levels

## PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career  
but not necessarily covered by formal  
certificates and diplomas.*

MOTHER TONGUE

[ MALTESE, ENGLISH ]

Reading, writing and verbal skills – C2

OTHER LANGUAGES

[ ENGLISH ]

- Reading skills
- Writing skills
- Verbal skills

[ Indicate level: excellent – C2 ]

[ Indicate level: excellent – C2]

[ Indicate level: excellent - C2 ]

- Reading skills
- Writing skills
- Verbal skills

**[ ITALIAN ]**

[ Indicate level: good – B2 ]

[ Indicate level: good – B2 ]

[ Indicate level: good - B2 ]

**SOCIAL SKILLS**

**AND COMPETENCES**

*Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.*

I am a very sociable person, and enjoy meeting people. Practically all of my jobs have been in the service industry where meeting and dealing with people is very important, not to say crucial. I have worked with people from various nationalities in my job with Salvo Grima & Sons Ltd., where the people I dealt with were mainly high ranking personnel in the shipping world - officials of the vessels, foreign ship representatives and people I met when on business trips abroad, both when visiting clients and when attending various conferences and seminars.

In my job with DHL International which is a multinational company, the General Manager locally was foreign, and I used to attend meetings in Brussels, Austria and London with other managers from the different countries, apart from the annual meetings we used to have in Malta when the Regional Directors visited Malta to discuss the progress of the company and plans for the future.

**ORGANISATIONAL SKILLS**

**AND COMPETENCES**

*Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.*

In most of my jobs I had people reporting to me and had to co-ordinate the day-to-day running of my department. When traveling to exhibitions which the company participated in, together with my colleagues we had to project manage and organize the trip and our stand at the exhibition. Moreover, in my previous job I also had to project manage the various multimedia projects.

Locally I do voluntary work for Attard Parish where I live and am the co-ordinator of the Administrative Commission. I was in charge of project managing the development of the website which also won an award in the Web Award Competition organized by Datastream.

In May 2009 I was appointed Secretary to the Committee of the Central Cooperative Fund. The purpose of the Central Cooperative Fund is to promote cooperative education, training, research, and development of the cooperative movement in the Maltese Islands.

**TECHNICAL SKILLS**

**AND COMPETENCES**

*With computers, specific kinds of equipment, machinery, etc.*

I am capable of using word, excel, power point, have a working knowledge of Access, and can use the internet efficiently. In fact my last job involved Internet Marketing and search engines submissions. I use Trados 2011.

**ARTISTIC SKILLS**

**AND COMPETENCES**

*Music, writing, design, etc.*

I learnt to play the piano up to grade 3. I enjoy writing for my own personal enjoyment.

OTHER SKILLS  
AND COMPETENCES  
*Competences not mentioned above.*

I am married with two children, and my hobbies are reading in English, Maltese and Italian, traveling, swimming and fencing.

- 1996 I followed a training programme in "Trainer Skills" a total of 32 training hours at DHL Worldwide Express
- 1995 – 2000 Volunteer Adviser – Young Enterprise Malta
- 1997 – 1998 Judge on the Young Enterprise Judging Panel
- 1999 Followed a course in "Edward De Bono's Thinking Methods" at St. Edward's College, Cottonera comprising:  
-Six Thinking Hats for Education  
-CoRT Level 1  
-An Introduction to Lateral Thinking
- 2004 During March/April I followed a 60 Hour TEFL Course  
  
I followed a 6 month translator course, specifically for EU Documentation and am now a certified translator.  
  
I sat for an A level standard exam in English for TEFL teachers and have also proof read the English version of documents which were translated from Italian to English
- 2005 During 2005 and 2006 I hosted and taught English to foreign students, which was very enjoyable. It was also a positive experience for the whole family.  
  
I used to do marketing consultancy mainly with regards to website projects.
- 2005- I have been translating, proofreading and checking documents for the EU from English to Maltese since October 2005. Apart from translating various documents from English to Maltese and vice versa. Since 2006 I have been proofreading documents from English to Italian and vice versa for a UK based translation company, and have recently proofread a book which this company was editing. I have done work for various companies related to the EU such as translating voiceovers for the European Parliament and currently also translating various websites manuals and books for EUN Schoolnet. Recent projects also include being part of the Localization team of Microsoft Windows Live (2010), Microsoft and WWLI WinLive, Vista (2008), Microsoft XP, Vista and Windos 7, the Air Malta website, the website of Arriva, HSBC Voice Scripts etc.  
  
I was also commissioned to translate the manual for Persons with disabilities from Maltese into English and the code of ethics of the Counselling Profession in Malta, apart from other related translations.
- 2008-2009 Followed a Proofreaders' course at the University of Malta which led to a Certificate in Proofreading. Since finishing the course I have done translations from Maltese into English for various companies including Glocalmedia, European Schoolnet, and localisation projects. I also translate and check documents for the company I currently work with, Koperattivi Malta
- July 2011 I completed an 18 hour a Neuro Linguistic Programming Business and Personal Coaching and Training Course Programme in Empowered Communication
- October 2011 I am currently studying German

DRIVING LICENCE(S) Local clean driving license

**ADDITIONAL INFORMATION**

References:

Nasrollahi Danosh– European Schoolnet - Belgium

Patrick Beacom - Lexicom Translation Services Ltd / Inter-com Translations - UK

Hilary Caruana – Managing Director, Outlook Coop - Malta