



LEONARDO GUERRA

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ABOUT ME

Experienced individual with a dedicated, optimistic and passionate method to carry out new tasks and challenges. Rounded experiences that include: sales, business development and business negotiations, e-commerce, teaching, interpretation & translation, foreign cultures, operations management.

EDUCATION AND TRAINING

High School Diploma in Accounting & Programming (B-16)

I.T.C G.Toniolo [10/09/1998 – 15/07/2002]

Address: Manfredonia (Italy)

Level in EQF: EQF level 5

Bachelor in Foreign Languages with qualification in “Interpretation and Translation” (classe 3)

Università degli studi G.D'Annunzio [16/09/2002 – 12/12/2005]

Address: Pescara-Chieti (Italy)

Level in EQF: EQF level 6

Translation and Interpretation from/to the German and English language

Master Degree with honours in “Foreign Languages, Economics and International Cooperation” (classe 43/s)

Università G.D'Annunzio [10/01/2006 – 12/07/2008]

Address: Pescara-Chieti (Italy)

Level in EQF: EQF level 7

laurea cum laude 110/110, analysis of the economical and financial aspects, company management, marketing, international law, technical foreign languages (english and german).

WORK EXPERIENCE

Foreign Language Teacher

Ministero della Pubblica Istruzione [29/10/2020 – Current]

- Teach students how to interpret foreign languages.
- Prepare lectures about basic principles of the English language as well as information related to english and american culture
- Teach students how to read, write, and understand foreign languages.
- Translate foreign languages into the students' natural language to help them understand.
- Develop course materials for students to complete in the classroom and in their free time (i.e. essays and handouts).
- Collaborate with other teachers to develop an overall better learning environment

Business consultant

Freelance [01/09/2019 – Current]

Address: Foggia (Italy)

With more than 10 years experience in international business I offer my skills and experience to companies that want to pursue

worldwide expansion:

- Design and implementation of sales strategies
- Provide training to the sales team
- Find the right markets
- Marketing & Communication
- E-commerce
- Selling support
- Labeling,
- Certifications & Customs documentation

Traslator, Interpreter and freelance Teacher

Dei Translation [01/07/2004 – Current]

Address: Manfredonia (Italy)

- Consecutive/simultaneous interpreter (business meetings, business visits, worldwide fairs, technical and engineering interpreting, liaison interpreting, public events with international status, etc.).
- Translator: books/websites/brochure/booklets/songs/etc., editing, checking, copywriting, summarization, transcription, subtitles.
- Teacher of foreign languages and literature: grammar forms, vocabulary, writing skills, error analysis, understanding of complex texts, self-composing processes, improving conversational skills, foreign languages for entrepreneurs and business professionals.

Quality Assurance and Quality Control

Lotras srl [02/05/2019 – 31/07/2019]

Address: Foggia (Italy)

Quality Assurance and Quality Control D-A-CH area (Deutschland, Austria, Oesterreich):

- Control activities and process quality control in order to verify the compliance of the service with the quality standards required for international rail freight transport
- Technical conversations in foreign languages with the main foreign correspondants for the railway transport
- Technical analysis of the invoices/complaints/disputes.
- Technical translations

Export Manager

Accademia Mugnano SPA [01/10/2009 – 15/03/2019]

Address: Sparanise (Italy)

- Prepare effective business plan for all projects to achieve
- Monitor all existing and prospective worldwide markets and assist to identify appropriate business opportunities
- Review all company products, develop and maintain professional relationships with all agents and clients and assist in shipment of warehouse products.
- "AM brand" consolidation throughout the baltic region, the Kingdom of Saudi Arabia, Lebanon, Georgia, Pakistan, Ukraine, Russia, China, other.
- Plan and manage each project budget, marketing events, international customer business visits, participation to the main sectorial international trade fairs (Germany, Turkey, China).
- Negotiate contracts with customers and suppliers
- Customer care, client satisfaction, other.

LANGUAGE SKILLS

Mother tongue(s):

Italian

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Spanish

LISTENING C1 READING C1 WRITING B1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

German

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING B1 READING B1 WRITING A2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

ORGANISATIONAL SKILLS

Organisational skills

excellent organizational skills, leadership and team leading.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

high communication and relational skills acquired over the years among the multicultural study/work environments.

JOB-RELATED SKILLS

Job-related skills

complete mastery in commercial negotiations, translations, interpretations, teaching, sales skills, time management, other.

TRATTAMENTO DEI DATI PERSONALI

Trattamento dei dati personali

Autorizzo il trattamento dei dati personali contenuti nel mio curriculum vitae in base all'art. 13 del D. Lgs. 196/2003 e all'art. 13 del Regolamento UE 2016/679 relativo alla protezione delle persone fisiche con riguardo al trattamento dei dati personali.