


PERSONAL INFORMATION

Manuela Traina +39 339 75 39 607 m_traina@yahoo.it

Sex Female | Date of birth 02/01/1981 | Nationality Italian

JOB APPLIED FOR

Translator/Interpreter

WORK EXPERIENCE

April 2019 - Present

Course Coordinator and Receptionist

My English School

Via Libertà, 191 C

90143

Palermo, Italy

- Welcoming students
- Planning activities of the school
- Supporting the Director of studies in organizing the didactic plan
- Problem solver

December 2014 – April 2019

Junior project leader – International Congress Division

Collage Spa

Via U. Giordano, 55

90144

Palermo, Italy

- managing the logistics of events on domestic territory as well as abroad
- developing winning strategy by prospecting specific client needs
- selection and management of suppliers
- on site management

May 2010- September 2014

Travel Agency Manager and Owner

CTS Centro turistico studentesco e giovanile

Via Sammartino, 58

90141 Palermo, Italy

- promoting and marketing the business
- managing budgets and maintaining statistical/financial records;
- selling travel products and tour packages;
- dealing with customer enquiries and aiming to meet their expectations

May 2011

Interpreter and translator

Circolo della Vela Sicilia

Viale Regina Elena, 1

90100 Palermo, Italy

- Interpreter for the XV Island games in Palermo.

- English to Italian and Italian to French translation of sailing instructions.

2009-2010 Interpreter

The Brass Group jazz music Foundation

Via dello Spasimo, 15

90100 Palermo, Italy

- English to Italian Interpreter for American jazz musicians for concerts in Palermo.

2008-2009 Personal Tutor

Wall Street Institute

Via della libertà, 191 C/D/E

90143 Palermo, Italy

- Welcome and aiding students of different English level to develop their potentials and reaching their aims.
- Translation of technical documents for medical use.

August 2000 – October 2008 Airport assistant

Aeroviaggi

March 2003 Liaison officer

Centro Masterly

Via B. Gravina, 41 A

90139 Palermo, Italy

- French to Italian interpreter for the Algerian ambassador in Italy during an international meeting among the European Union and the Mediterranean countries.

EDUCATION AND TRAINING**2006-2008 Master in conference interpreting**

Centro Masterly

Via B. Gravina, 41 A

90139 Palermo, Italy

- Simultaneous and consecutive translation English – Italian – English
- Simultaneous and consecutive translation French – Italian – French

Degree in translation and interpreting

Centro Masterly

2000-2004 Via B. Gravina, 41 A

90139 Palermo, Italy

- English – Italian simultaneous interpreting
- French – Italian simultaneous interpreting
- English – Italian – literary and technical translations
- French– Italian –literary and technical translations
- Technical Glossaries in three languages: Italian, French and English

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Excellent verbal and written communication skills in an office environment
Experienced at giving presentations to large audiences.

Organisational / managerial skills Excellent organisational , planning abilities and prioritisation skills
- I managed my staff at the airport of Palermo arrival area and I welcomed tourists in Sicily
- I managed a travel agency and I met lot of different people .
- Customer service skills
- Excellent problem solving developed during the work experience that I undertook.

Job-related skills Good in translation and interpreting

Computer skills Proficient with Microsoft Office programmes, Outlook, Internet Explorer, Safari, Google Chrome .
▪ Also competent with sector specific software packages, SDL TRADOS, OMEGA T

Driving licence ▪ B