|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | | | | | | | | | | |
|  |
| Europass  Curriculum Vitae | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Personal information | |  | | | | | | | | | | | | |
| First name(s) / Surname(s) | | Beatrice Cerrai | | | | | | | | | | | | |
| Address(es) | | 11, Via Manzoni, I-20023, Cerro Maggiore MI, Italy | | | | | | | | | | | | |
| Telephone(s) | | +39331422265 | | | | | Mobile: | | | | +393334694585 | | | |
|  | |  | | | | | | | | | | | | |
| E-mail | | gianshoe@gmail.com | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Nationality | | Italian | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date of birth | | 31st August 1973 | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Gender | | Female | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Desired employment / Occupational field | | Freelance en-fr>it>en-fr translator | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | January 2016 - Now | | | | | | | | | | | | |
| Occupation or position held | | Translator, Sales Manager, Communication Manager, Web & Social media content Editor | | | | | | | | | | | | |
| Main activities and responsibilities | |  | | | | | | | | | | | | |
| Name and address of employer | | NaturalMamma di Luisa Maria Orsi, Via Musine 10, I-10051 Avigliana TO, Italy | | | | | | | | | | | | |
| Type of business or sector   |  |  | | --- | --- | | Dates | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | | | E-commerce  April 2014 – April 2015  Community Manager, Social Media Manager & Strategist  BiancoFiere srl, Via Oslavia 36, I-10153 Turin, Italy  Event Planning  May 2009 – December 2015  Translator, Web content editor, Web content manager, Social Media editor, Social Media Strategist, Social Media Manager  Il leone verde Edizioni, Via Santa Chiara 30bis, I-10122 Turin, Italy  Publishing  August 2012  Fr>it translation of legal documents for Paris Court  Calzaturificio Angelo Coppola srl, Via Cimabue 26/28, I-20032 Cormano MI, Italy  Footwear | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | Dates |  |  |  | | --- | --- | | Date**s** | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | |  |  | | --- | --- | | Type of business or sector  Dates | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | |  | | Dates | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | Dates | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | Dates | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | Dates |  | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | Dates |  | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | | | July 2012  En>it translation of Sales Agreements    Calzaturificio Angelo Coppola srl  Footwear    May 2012  En>it web content and advs translation  Laura Tenorini Servizi Editoriali e Linguistici  Translation Agency    January 2012  It>en localisation of [www.naturalmammaclothnappy.com](http://www.naturalmammaclothnappy.com)  NaturalMamma di Luisa Maria Orsi  E-commerce  2012  Fr>it translation of C. Lepage, *OGM-La verità riguarda anche te*, Il leone verde Edizioni  <http://www.leoneverde.it/ogm--la-verita-riguarda-anche-te/LV00359/>  Il leone verde Edizioni  Publishing  2011  En>it translation of S.J. Buckley, *Partorire e accudire con dolcezza*, Il leone verde Edizioni  <http://www.bambinonaturale.it/partorire-e-accudire-con-dolcezza/BN00338/>  Il leone verde Edizioni  Publishing    2011  En>it translation of J.J. McKenna, *Di notte con tuo figlio*, Il leone verde Edizioni  <http://www.bambinonaturale.it/di-notte-con-tuo-figlio/BN00303/>  Il leone verde Edizioni  Publishing    2011  It>en localisation of [www.rainbowlife.co.uk](http://www.rainbowlife.co.uk)  Silvia Pepe, Shevington, Manchester, Uk  E-commerce | | | | | | | | | | | | |
| |  |  | | --- | --- | | Dates | Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions) | | Occupation or position held |  | | Main activities and responsibilities |  | | Name and address of employer |  | | Type of business or sector |  | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | |  | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector |  |  | | --- | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector    Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | | Dates | | Occupation or position held | | Main activities and responsibilities | | Name and address of employer | | Type of business or sector | |  | |  | |  | |  | | |  | |   Education and training | | 2011  It>en translation of extracts from E. Balsamo, *Libertà e amore*, Il leone verde Edizioni  Il leone verde Edizioni  Publishing  2011  It>en translation of business docs, resumes, budgets  Gianmarco Lorenzi srl, Porto Sant’Elpidio FM, Italy  Footwear  2010  En>it tranlsation of *Vivere con il cancro del rene*, Kindey Cancer Association  Kidney Cancer Association  Publishing  2010  En>it translation of A. Kohn, *Amarli senza se e senza ma*, Il leone verde edizioni  <http://www.bambinonaturale.it/amarli-senza-se-e-senza-ma/BN0036/>  Il leone verde Edizioni  Publishing  2010  It>fr translation of technical manuals for commercial pizza ovens  Pizza Group srl, San Vito al Tagliamento PN, Italy  Industry  2009  En>it translation of I. Fox, *Sempre con lui – I vantaggi di essere un genitore a tempo pieno*, Il leone verde Edizioni  <http://www.bambinonaturale.it/sempre-con-lui/BN0016/>  Il leone verde Edizioni  Publishing  2009  Fr>it translation of M. Gerlach, *Proteggere il libro*, FIDARE  Federazione Italiana Editori Indipendenti  Publishing    1995-2004  Secretary and Translator  Mittler&C. srl, Milan Italy / Portale e Visconti International Law firm, Milan Italy  Industrial property - Legal | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | | | |
| Dates | | October 1992-October 1995 | | | | | | | | | | | | |
| Title of qualification awarded | | Bachelor Degree in Translation | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | En-fr>it>en-fr translation | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | SSITT – Scuola Superiore per Interpreti e Traduttori del Comune di Milano | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | September 1987-June 1992 | | | | | | | | | | | | |
| Title of qualification awarded | | Foreign Languages Degree | | | | | | | | | | | | |
| Principal subject/occupation skills covered | | English and French Language and Literature | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | Civico Liceo Linguistico A. Manzoni (foreigh languages High School) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Mother tongue(s) | | Italian | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other language(s) | |  | | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | | Writing | |
| European level (\*) | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | | |  | |
| English | |  |  | C2 |  | C2 | |  | C2 |  | | C2 |  | C2 |
| French | |  |  | C2 |  | C2 | |  | C2 |  | | C2 |  | C2 |
|  | | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Social skills and competences | | Attention, accuracy and precision, communication (as far as my activity as a Social Media Manager and Community Manager), curiosity, patience and steadfastness | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Organisational skills and competences | | Autonomy, sense of organisation, accuracy in setting and abiding by schedules | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Technical skills and competences | | Technical Translation (Legal, Patents, Manuals, Websites)  Book Translation (Education and Childcare books)  Community and Social Media Management  Web writing – Seo editing | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Computer skills and competences | | Complete command of Microsoft Office (Word, Excell)  Complete command of email programs (Outlook, Mozilla Thunderbird)  Complete command of Wordpress | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Artistic skills and competences | | Writing, Singing, Drawing | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other skills and competences | | Literature, Arts | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Driving licence | | Category B | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |