**CURRICULUM VITAE**

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| Personal information |

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| *•* Name |  | **Daniela Verna** |
| *•* Address |  | Strada Mondolfo 32/A  61039 San Costanzo (PU) |
| *•* Telephone |  | 00390721978155 |
| *•* Mobile |  | 00393288855288 |
| *•* E-mail |  | **daniela.verna@libero.it** |
| *•* Nationality |  | Italian |
| *•* Date of birth |  | 21 November 1976 |

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| Work experience |

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| **•** Dates |  | October 2010 |
| **•** Name and address of employer |  | **University College Cork Ireland**  **Faculty of Law**  **Cork (Ireland)** |
| **•** Type of business or sector |  | Centre for criminal Justice and Human Rights |
| **•** Occupation or position held |  | Translation legal documents from Italian into English, doing researches |
| • Dates |  | October 2010 |
| • Name and address of employer |  | **Compliance & Risks Ltd.**  Unit 9 Eastgate Avenue  Eastgate Business Park  Little Island Cork (Ireland) |
| • Type of business or sector |  | Monitoring the impact of global regulations on products and business activities |
| • Occupation or position held |  | Researches about Italian legal documents |

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| **•** Dates |  | June 2009 |
| **•** Name and address of employer |  | **Diego Tronca**  **Via Morosini 28**  **61100 Pesaro** |
| **•** Type of business or sector |  | Professional translator, writing on the portal Proz since 2006 |
| **•** Occupation or position held |  | Translation, Editing/proofreading, Subtitling, Transcription |

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| **•** Dates |  | January 2006 –June 2009 |
| **•** Name and address of employer |  | **Law Firm “Giombetti”**  **Via Cavour 20**  **60019 Senigallia (AN)** |
| **•** Type of business or sector |  | Trainee lawyer  Currently enrolled in the register of trainee lawyer of Pesaro  Achieved certification to practice as a lawyer in October 12, 2009 |
| **•** Occupation or position held |  | Drafting legal documents, participation in criminal and civil hearings at the ordinary courts and at the juvenile courts, activities stationery, secretarial activities |

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| **•** Dates |  | From April 2005 to June 2005 |
| **•** Name and address of employer |  | Save the Children Italia ONLUS  3 Via Angera, Milano |
| **•** Type of business or sector |  | Non Governmental Organization |
| **•** Occupation or position held |  | Clerk |
| **•** Main activities and responsibilities |  | Support to the Education Department : secretary (doing the accounts, drawing up texts, translations of legal documents from English into Italian and from French into Italian, mailing list) |
| • Dates |  | From August 2001 to August 2003 |
| • Name and address of employer |  | Pinguino Viaggi  Pesaro |
| • Type of business or sector |  | Travel Agency |
| • Occupation or position held |  | Tour Guide |
| • Main activities and responsibilities |  | Customer service while traveling in Italy and abroad, organizing tourist routes |

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| |  | | --- | | Education | |  |  |
| **•**Dates |  | From November 1995 to June 2003 |
| • Name, place and country |  | “Libera Università di Urbino” Urbino (PU) Italy |
| •Main course of study |  | Law |
| • Degrees and academic distinctions obtained |  | Degree in law |

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| • Dates |  | From September 1990 to July 1995 |
| • Name, place and country |  | High School, Bosa (NU) Italy |
| • Type |  | “Perito Aziendale corrispondente in lingue estere” (Foreign language correspondence clerk) |
| • Title of qualification awarded |  | Certificate of “Perito Aziendale corrispondente in lingue estere ” |
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# Professional qualifications

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| • Dates | From May 2005 to June 2005 |
| • Name and type of organization  providing education and training | “Soft People Institute for Vocational Training” in Milan  Course of “Secretary employed in the foreign’s office” |
| • Principal subject/occupational skills covered | Informatics “Office”, Communication, Business english |
| • Title of qualification awarded | Certificate of “Secretary employed in the foreign’s office” |

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| • Dates | From March 2004 to June 2004 |
| • Name and type of organization  providing education and training | Italian Company for International Organization (SIOI) Rome  Course of “International Officer” |
| • Principal subject/occupational skills covered | English, International law, Communitarian law |
| • Title of qualification awarded | Certificate of “International Officer” |

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| • Dates | From May 1996 to October 1996 |
| • Name and type of organization providing education and training | English School Mondavio (PU) Italy  Course in “ Tourism and Marketing Communication ” |
| • Principal subject/occupational skills covered | Statistics, Psychology of the tourism, Informatics, English |
| • Title of qualification awarded | Certificate of “Communication in Tourism Marketing Operator” |

**trainings**

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| • Dates | From September 2004 to March 2005 |
| • Name and type of organization providing education and training | Internship with Save the Children Italia  Non Governmental Organization |
| • Principal subject/occupational skills covered | Research, analysis and assessment of the Italian School  Legislation in connection with the Convention on the Rights of the Child, with the  submission of a final paper  Research, analysis and assessment of the Italian legislation about the introduction of  the Ombudsman in Italy with the submission of a final paper |

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| • Dates | From June 2004 to July 2004 |
| • Name and type of organization providing education and training | Internship with ALISEI  Non Governmental Organization (NGO) for the International Cooperation and  Humanitarian Aid |
| • Principal subject/occupational skills covered | Monitoring the Project in Ecuador and Mozambique against illegal immigration |
| **PUBLICATIONS** |  |
| • Date | From December 2004 to February 2005 |
| • Main topics covered | Editing of “Una bella Impresa”, a publication on the Corporate Social Responsibility, a project of “Gruppo Scuole delle ONG Lombarde (Regional NGOs Co-ordination Group)  Transcript, content editing, organisation of format |

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| Personal skills  and competencies |

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| **Mother tongue** |  | Italian |

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| Other languages |

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| **English** |  | Good knowledge of the spoken language, good reading and writing skills |

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| **French** |  | Good knowledge of the spoken language, good reading and writing skills |

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| **skills**  **and competencies** |  | Good communication skills, search ability and data analysis |

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| **Technical skills**  **and competencies** |  | Good knowledge of computer languages as well as Window 95,98,2000,XP, Word, Powerpoint, Internet,  CAT Tools : **TRADOS** |

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| Driving licence(s) |  | Driving licence type B |

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| Additional information |  | English course in Ireland for seven months from September 2003 to March2004:  ATC and Dargan Language Centre of Bray (co/Wcklow) Ireland  English course In Ireland for two weeks from 12 October 2010 to 22 October 2010  NMLI North Mon Language Institute Cork Ireland |