**CURRICULUM VITAE**

|  |
| --- |
| Personal information |

|  |  |  |
| --- | --- | --- |
| *•* 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 |

|  |
| --- |
| Work experience |

|  |  |  |
| --- | --- | --- |
| **•** 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 IslandCork (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 |

|  |  |  |
| --- | --- | --- |
| **•** 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 |

|  |  |  |
| --- | --- | --- |
| **•** 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 lawyerCurrently enrolled in the register of trainee lawyer of PesaroAchieved 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 |

|  |  |  |
| --- | --- | --- |
| **•** 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 ViaggiPesaro |
| • 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 |

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
|   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 |

|  |  |  |
| --- | --- | --- |
| • 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 ” |
|  |  |  |

#  Professional qualifications

|  |  |
| --- | --- |
| • 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” |

|  |  |
| --- | --- |
| • 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” |

|  |  |
| --- | --- |
| • 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**

|  |  |
| --- | --- |
| • 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  |

|  |  |
| --- | --- |
| • 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 |

|  |
| --- |
| Personal skillsand competencies |

|  |  |  |
| --- | --- | --- |
| **Mother tongue** |  | Italian |

|  |
| --- |
| Other languages |

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

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

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

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

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

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