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| EuropassCurriculum Vitae |   |
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| Personal information |  |
| First name(s) / Surname(s)  | Elisa Rinaldi |
| Address | 4338, Via Giovanni XXIII, 41054 Marano Sul Panaro (Modena) ITALY |
| Mobile | +39 338 2876795 |  |  |
|  |  |
| E-mail | elisarinaldi@mail.aitec.it |
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| Skype ID | elisa.rinaldi.casa |
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| Company Name | Elisa Traduzioni di Rinaldi Elisa |
| Registered Office | 4338, Via Giovanni XXIII, 41054 Marano Sul Panaro (Modena) ITALY |
| Nationality | Italian |
|  |  |
| Date of birth | June 11, 1975 |
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| Gender | Female  |
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| Desired employment / Occupational field RATES | Translator/Interpreter Language Pairs: en>it, fr>it, it>en/frEnglish/French Teacher Translation Rates: 0.05 – 0.07 Euro/Word (prices are determined based on the complexity and urgency of the text to be translated).Interpreting Rates: 40.00 Euro/HourLessons Rates: 25.00 Euro/HourProofreading rates: 20.00 Euro/HourDaily Translation Capacity: 2500/3000 words per day |
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| Work experience |  |
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| Dates | December 2007 - Present |
| Occupation or position held | Freelance Interpreter/Translator/Teacher for the above mentioned language pairs |
| **Main fields of expertise:** | **Technical, mechanical, economics, commercial, legal, patents, tourism, websites, literature.** |
| Name and address of employer | I collaborate with many Italian and foreign translation agencies and companies |
| Type of business or sector | COMMUNICATION/MARKETING |
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| Dates | September 2000 - February 2007  |
| Occupation or position held | Language Mediation and Intercultural Communication  |
| Main activities and responsibilities | Receptionist, responsible for the management of business relationships between the group, the suppliers and the international customers |
| Name and address of employer | FERRARI SPAVIA ABETONE INFERIORE, 441053-MARANELLO (MODENA) ITALY |
| Type of business or sector | COMMUNICATIONS/MARKETING |
| Dates | May 1999 - July 2000 |
| Occupation or position held | Language Mediation and Intercultural Communication |
| Main activities and responsibilities | Responsible for the management of business relationships between Modena Fair Group, the suppliers and the international customers |
| Name and address of employer | MODENA FAIR GROUP VIA DIVISIONE ACQUI41100 - MODENA (ITALY) |
| Type of business or sector | MARKETING |
| Dates | October 1998 - May 1999 |
| Occupation or position held | INTERPRETER/TRANSLATOR |
| Main activities and responsibilities | Area Manager for the translation and proofreading of English and French documents relating to many specific sectors. |
| Name and address of employer | LOGOS TRANSLATION AGENCYVIA CURTATONA 41100 - MODENA (ITALY) |
| Type of business or sector | COMMUNICATIONS/MARKETING |
| Education and training |  |
|  |  |
| Dates | 1989 - 1994  |
| Title of qualification awarded | High School Diploma in Foreign Languages |
| Principal subjects/occupational skills covered | Careful study of English, French and German grammar and literature as well as all common school subjects (Italian literature, mathematics, history, geography, physics, philosophy, science)  |
| Name and type of organisation providing education and training | LICEO LINGUISTICO SPERIMENTALE"L.A. MURATORI"41100 - MODENA (ITALY) |
| Level in national or international classification | ISCED 4 |
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| Dates | 1994 - 1998 |
| Title of qualification awarded | Master Degree: FRENCH/ENGLISH TRANSLATOR AND INTERPRETER  |
| Principal subjects/occupational skills covered | Careful study of English and French grammar and literature as well as the specific terminology for the application of both languages in economics, mechanics, science, law and medicine. Simultaneous and consecutive interpreting and translation experiences. |
| Name and type of organisation providing education and training | SSIT (SCUOLA SUPERIORE PER INTERPRETI E TRADUTTORI) - School for Interpreters and TranslatorsPIAZZA MARTIRI BOLOGNA (ITALY) |
| Level in national or international classification | ISCED 4 |
| 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 | Fluent | C2 | Fluent | C2 | Fluent | C2 | Fluent | C2 | Fluent |
| French  |  | C2 | Fluent | C2 | Fluent | C2 | Fluent | C2 | Fluent | C2 | Fluent |
|  | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) |
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| Social skills and competences |  \* Experience with project team work\* Experience in working in an international environment\* Good abilities for synthetic and global views over concrete situations \* End-oriented work capacity \* Problem-solving attitude \* Responsibility and self-reliance \* Strong referential values of fairness, equity and dignity  |
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| Organisational skills and competences | \* Extremely organised person \* Supervision experience \* Experience with an organizational part of project management \* Experience with organizing group social activities |
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| Computer and technical skills and competences |  \* Operating systems: Windows \* Office Software: OpenOffice, Power Point, Excel, Word \* Translation CAT Tools: Wordfast Classic, Wordfast Pro, Trados 7, SDL Trados Studio 2017 |
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| Other skills and competences | Hobbies: reading, travelling, cooking, cinema |
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| Driving licence | B  |
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