**Irene Capuozzo**

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**1060 Brussels**

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**EDUCATION**

2013 : **University Of Rennes. France**

Erasmus Exchange Programme. Specialized translation: Medical, Agricultural and IT Translation. Didactics and Teaching: Internship in French as Foreign Language Teachers Assistant

2010 : **University of Naples L’Orientale. Italy**

Masters, Linguistics and Specialized Translation (English, French, Italian)

2005 : **University of Naples L’Orientale. Italy**  Bachelors, Linguistics and Cultural Mediation (English, French, German, Italian)

2000 : **Don Lorenzo Milani. Naples. Italy**

Diploma from Language High School (English, French, German, Italian)

**WORK EXPERIENCE**

2014 : **Editorial Officer/Parliamentary Officer**

**Internship Eu-Logos Athena, Brussels, 75 rue du Cornet 1040 – Belgium**

Monitoring and analysis of latest developments in the European Institutions (especially the Civil Liberties, Justice and Home Affairs (LIBE) Committee and the Justice and Home Affairs (JHA) Council). Participation in related conferences at the European Parliament and the European Commission. Editing and proofreading of articles. Translation from French into English and from English into French for external communication purposes. External communication management (Facebook, Twitter, newsletters). Provide support in the Association's administrative tasks.

2013 : **Research and development department Officer**

**Erasmus Placement** **Internship. Leeds City Council, Parks and Countryside Department, Temple Newsam Estate, Leeds,** **West Yorkshire LS15 0AD – UK**

Research andTranslation of guides (English into Italian/French into Italian); reception; administrative duties; welcome tourists; statistical surveys conduction to improve the standards of quality of the structure (collection of data, processing and presentation of the results); participation in educational projects addressed to primary school children.

2011 : **Data entry clerk**

**R.F.J. Network S.R.L. (IT Agency) 33, via S.M. di Costantinopoli, Naples, 80138 – Italy**

Data and documents archiving and management . Position of responsibility and initiative in work organization.

2009 : **English as Foreign Language Teachers Assistant**

**Primary School 70° Circolo Didattico. Nuovo Rione S. Rosa, Naples, 80147 – Italy**

Internship. Correction et preparation of exercises, assignments and evaluations. Language laboratories, team works and student monitoring.

2006 : **Travel Agent, Tour Guide and Entertainer.**

**Schloss Hotel Münichau, 32 Reitherstraβe, Kitzbühel 6370 – Austria**  ‎

Welcome tourists; Tour guide for groups between 30 and 50 people. Organization and coordination of events. Teamwork in an international context.

**COMPETENCES**

IT : good command of office suite (word processor, spread sheet, presentation software)

Languages : Italian : native speaker

 French : fluent

 English : highly proficient

 German : basic skills