I would like to submit, for your courteous consideration, my interest in working for your company as a freelance translator from ENGLISH to ITALIAN.

I received my degree in Languages with a diploma in Translation from ENGLISH to ITALIAN. I also got a Master's Degree in Tourism. Now I'm working for an American College. My skills are general, web and tourism. I also have experience in translation tools LiveWords, CMS and Matecat.

 I'am trustworthy, attentive, and motivated. Furthermore, I am eager to be part of your staff, and can guarantee my utmost commitment and seriousness from this moment forth.

            Please feel free to contact me with any questions. Until then, I look forward to receiving your reply.

Best regards,

Manuela Bianchi

**Curriculum Vitae**

**PERSONAL INFORMATION**

 Name: Manuela Bianchi

 Date of Birth: December 10, 1979 (Rome, Italy)

 Address: Via degli Artificieri 28 – 00143 Rome, Italy

 Phone number: (+39) 3383010919

 E-mail: manu79bi@hotmail.com

 License: B

 Car: Yes

**EDUCATION**

 **Master’s Degree** in **Languages of Tourism and Intercultural Communications**

 Obtained from: Università degli Studi Roma Tre, Roma

 Year: 2006-2007

 **Bachelor’s Degree** in **Languages and Foreign Cultures**

 **Diploma Supplement** in **Theory and Procedures of Translation**

 Obtained from: Università degli Studi Roma Tre, Roma

 Thesis title: *Translation of a Contemporary Irish Tale*

 Year: 2005

 **Human Resources Course in Management and Organization**

 Obtained from: I.FO.STU.D

**LANGUAGES & SKILLS**

**Primary language: Italian – level C2**

**Additional languages:**

 **English – level C1**

 reading proficiency: excellent

 writing proficiency: excellent

 oral expression: excellent

 **Spanish – level B2**

 reading proficiency: excellent

 writing proficiency: good

 oral expression: good

**Computer**

 Operating System: Windows

 Proficient in: Word, Excel, Powerpoint

 Online translation tools LiveWords, CMS and Matecat

**WORK EXPERIENCE**

 **Italiaidea S.r.l., 2009 – present**

 **Local Coordinator for Dartmouth College Rome Center.**

 Coordination and organization of Dartmouth College’s study-abroad language program in Italy.

 Current responsibilities include:

* Managing office
* Providing support for the faculty’s lesson-planning
* Managing interns and assistants
* Administration
* Researching accommodations and lodging for student
* Planning tours and excursions in Rome and Italy
* Organizing events for students and staff
* Organizing extracurricular activities
* Resolving any problems that may arise during the duration of the program

 **Person in charge for Leisure&Travel service**.

 Tours and trips organization, reservation of museums and exhibits tickets.

 **Translations and proofreading:**

* Product translation for the online store vidaXL
* Translation of comic strips’ plot and script for a writer
* Translation of a small guide of the city center of Rome for Dartmouth College Rome Center
* Translation of the short story “Thelma, Luoise and the Lurve Gods” – Cathy Kelly - for my thesis
* Proofreading of Italiaidea website and brochure

 **Alitalia S.p.A., 2006 - 2009**

* Worked with company’s clients to resolve problems related to booking and distributing airline tickets
* Help desk
* Gate agent, Leonardo da Vinci Airport (Fiumicino, Rome)
* Used CRS Arco and Amadeus

 **2007** English and Spanish instructor at Istituto Promozioni Dirette sas (Frosinone)

 **2007** English instructor at Alta Formazione (Rome)

 **2005** Secretary at Aviation Services S.p.A. (Rome)

 **2005** Front desk receptionist at Outlet McArthur Glen (Rome)

 **2003-2004** Waitress in the restaurant Steps of Rome (Dublin)

**INTERESTS AND ACTIVITIES**

Travel, reading, cinema, Middle Eastern dance.

I authorize the release of my personal information in adherence to Dlgs 196/03.