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| Valentina MASCETTI |
| **Via San Mamette 2, 22070, Oltrona San Mamette (Co), Italy** |
| **Mobile: +39 349 1977173** |
| **Email: vale.masc@gmail.com**  **Skype: vale.masc** |
| **Born in Como (Italy) on November 20th, 1982** |
| **Italian** |

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| **WORK EXPERIENCE** |

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|  |  | February 2011 – present |
| **•** Employer |  | ConTeSto Centro Studi e Formazione, via Salvo D'Acquisto snc  22070 Appiano Gentile (CO), Italy |
| **•** Type of business |  | Private school |
| **•** Occupation |  | **Teacher** |
| **•** Main activities |  | Helping teenage students with their English homework, **teaching English** to adults (beginner to advanced level) |

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|  |  | October 2011 – August 2014 |
| **•** Employer |  | CARROZZERIA OMNIBUS SRL, via Merano 15/A,  21100 Varese (VA), Italy |
| **•** Type of business |  | Italian dealer of buses/coaches |
| **•** Occupation |  | **Employee** |
| **•** Main activities |  | Took care of the relationships between the firm and its associate foreign bus manufacturers, took part in tenders for the supply of buses, acted as **interpreter and translator (Italian into English and English into Italian)**, back-office activities |

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|  |  | October 2009 – June 2010 |
| **•** Employer |  | LEADER SPA, via Adua 22  21045 Gazzada Schianno (VA), Italy |
| **•** Type of business |  | Italian dealer of software and hardware for PC and game consoles |
| **•** Occupation |  | **Hardware Sector Product Manager's assistant** |
| **•** Main activities |  | Took care of the relationships between the Product Manager and the suppliers/agents/Italian retailers; promoted and retailed PC and game consoles accessories in Italy; **translated from English into Italian** (flyers, brochures etc); back-office activities |

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|  |  | September 2007 - August 2008 |
| **•** Employer |  | PRIMA SA Transport & Trading, via Dante Alighieri 12  6830 Chiasso, Switzerland |
| **•** Type of business |  | Shipping firm |
| **•** Occupation |  | **Manager’s assistant and shipping department novice** |
| **•** Main activities |  | Arranged for international shipments on behalf of third party exporters; reception of customers and phone calls; back-office and secretariat activities |

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|  |  | August 2004 - March 2005/July - October 2005/February - September 2006 |
| **•** Employer |  | OISE Italy SrL, via Molino delle Armi 25  20123 Milano, Italy |
| **•** Sector |  | Tourism |
| **•** Occupation |  | **Employee** |
| • Main activities |  | Promoted and sold language courses abroad; provided customer care service for the customers and the schools abroad; back-office and secretariat activities; **translated company documents (English into Italian and Italian into English)** |

**SUBTITLING/TRANSLATION EXPERIENCE AS A FREELANCER**

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| December 2016 |  | Creation of English into Italian subtitles (formatting/translation) for a movie for **SDI Media Europe** |
| November 2016 |  | Quality check and re-versioning of English into Italian subtitles for two TV series episodes for **TVibe Corporation** |
| October 2016 |  | Creation of English into Italian subtitles (time-cueing/formatting/translation) for a marketing video for **Dansk Video Tekst** (Denmark) |
| September 2016 |  | Creation of English into Italian subtitles (time-cueing/formatting/translation) for a marketing video for **VoxAppeal** (France) |
| September 2016 |  | Creation of English into Italian subtitles (translation) for a film for **Com Translations** (USA-SPAIN) |
| September 2016 |  | Creation of English into Italian subtitles (translation) for a marketing video for **VoxAppeal** (France) |
| August 2016 |  | Creation of English into Italian subtitles (translation) for a TV series episode for **Com Translations** (USA-SPAIN) |
| August 2016 |  | Translation from English into Italian of a company description for **Lexicon Services** (INDIA) |
| July 2016 |  | Translation from English into Italian of a guest experience survey for **Delta Languages** (USA) |
| July 2016 |  | Creation of Italian into English subtitles (time-cueing/formatting/translation) for a documentary for **Vice Media** (USA) |
| March-April 2016 |  | Translation from German into Italian of the documents relating to a criminal prosecution for the **Courthouse of Como** (Italy), acting as an assistant technical consultant |
| April 2016 |  | Creation of English into Italian subtitles (time-cueing/formatting/translation) for a marketing video for **VoxAppeal** (France) |
| March 2016 |  | Translation from English into Italian for **lengoo** **GmbH** (Germany) |
| March 2016 |  | Creation of English into Italian subtitles (translation) for a TV series episode for **SDI Media Europe** |
| February 2016 |  | Translation from English into Italian of a police certificate for **Sandal Translation Services** (Canada) |
| February 2016 |  | Creation of English into Italian subtitles (time-cueing/translation) for a marketing video for **VoxAppeal** (France) |
| January 2016 |  | Creation of Italian into English subtitles (time-cueing/formatting/translation) for a marketing video for **VoxAppeal** (France) |
| January 2016 |  | Translation from English into Italian of a safety data sheet for **ISO Translations** (Spain) |
| December 2015 |  | Translation from English into Italian of a safety data sheet for **ISO Translations** (Spain) |
| November 2015 |  | Transcription and translation from Italian into English of an audio file for **IEB Translation Services** (Argentina) |
| November 2015 |  | Creation of Italian into English subtitles (time-cueing/formatting/translation) for a marketing video for **VoxAppeal** (France) |
| September 2015 |  | Creation of English into Italian subtitles (time-cueing/formatting/translation) for a marketing video for **VoxAppeal** (France) |

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| **EDUCATION** |

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|  |  | 2001 - 2006 |
| • Name and type of organisation |  | University: Universita’ Statale degli Studi di Milano (Italy), “Mediazione Linguistica e Culturale” Degree Course, Faculty of “Scienze Politiche” |
| • Principal subjects covered |  | English language and culture, Japanese language and culture, Business Administration, Civil Law, European Union Laws |
| • Title of qualification in national classification |  | Laurea di primo livello |
| • Title of qualification in international classification |  | Bachelor's Degree |

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|  |  | 1996 - 2001 |
| • Name and type of organisation |  | High School: Liceo Scientifico G. Terragni, Via Segantini 41, 22077 Olgiate Comasco (CO-Italy) |
| • Principal subjects covered |  | Italian, English, French, German, Latin, Maths, Biology, Chemistry, Physics |
| • Title of qualification in national classification |  | Maturita’ Scientifico-Linguistica |
| • Title of qualification in international classification |  | Secondary Education Diploma |
| Mother tongue |  | **Italian** |

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| OTHER LANGUAGES | |
|  | ENGLISH | | JAPANESE | FRENCH | GERMAN |
| Reading | C1/C2 | | A2 | B1 | A2 |
| Writing | C1/C2 | | A2 | A2 | A2 |
| Speaking | C1/C2 | | A2 | A2 | A2 |

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| SOCIAL SKILLS AND COMPETENCES |  | Ability to cooperate with the colleagues within the working place;  Ability to deal with the requests of the customers and to support them. |

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| Technical skills and competences |  | Japanese Language Proficiency achieved in 2007  TOEIC Certificate, currently preparing for TOEFL and IELTS examinations |

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| Computer skills and competences |  | MS Windows 8 - Office  Subtitle Workshop - VisualSubSync - Aegisub (subtitling tools)  SDL Trados Studio 2015 (CAT tool) |

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| Driving licence |  | Yes (national) |

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| Additional information |  | Study experience in Tokyo, Japan, for 8 months (2008-2009), in a private school for foreign students;  Homestay experience for 3 months (2005) in Kyoto, Japan;  Summer courses in the UK and in Germany (1997 – 2000). |

### Valentina Mascetti