

PERSONAL INFORMATION

Name **LEALE BORGHINI, Valeria**  
Address **via A. Boito 7/6**  
**I - 16156 Genova**  
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E-mail [valerialuale@yahoo.it](mailto:valerialuale@yahoo.it)  
Nationality Italian  
Date of birth 12<sup>th</sup> June 1972

WORK EXPERIENCES

- Dates (from – to) **from 1998 to present day**
- Name and address of employer Private and public employers
  - Type of business or sector Translating; interpreting
  - Occupation or position held Translator; interpreter
  - Main activities Translation of several text genres from English to Italian, French to Italian, Italian to English:  
Technical manuals (instructions; spare parts); Medical & Pharmaceutical (A&E reports; popularising material); Art; Academic subjects (geography, history, art); Tourism (brochures, sites, advertising material); Literature (American and British literature); Law (contracts, insurance policies, tribunal documents); Private correspondence and various subjects (archery, CVs, receipts, panels for exhibitions, etc.).  
Chouchotage.
- Dates (from – to) **From 2006 to present day**
- Name and address of employer Private and Public institutions
  - Type of business or sector Cultural heritage, tourism
  - Occupation or position held Staff member
  - Main activities and responsibilities Booking office; co-ordination of staff members during events; relationship with the public; on-the-field work: guide to groups visiting the Palace (tours in Italian, English, French); responsible for safety and emergencies during exhibitions (both of staff and works of art); hostess during events held at the Palace; translation of texts (calendar of activities, brochures, panels).
- Dates (from – to) **From 2000 to 2021**
- Name and address of employer Private and public employers
  - Type of business or sector Education
  - Occupation or position held Teacher
  - Main activities and responsibilities Teaching English language, linguistics, literature; French language and literature; Italian language and culture.
- Dates (from – to) **From 2005 to 2014**
- Name and address of employer EF Education  
C.so Vittorio Emanuele 24  
I - 20122 Milano

- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Study holidays

Tour leader

Teaching leader & Course leader to Italian students in Great Britain and Ireland; control of students, liaison between local and Italian-based staff; organization of cultural and study activities; management of resources for the welfare of students.

## EDUCATION AND TRAINING

- Dates  
December 2019 – July 2020
- Name and type of organisation providing education and training  
L.I. Services s.r.l.  
Via Ippolito d'Aste 1/12  
16121 Genova
- Title of qualification awarded  
Tour Leader
- Principal subjects covered  
Tourism; Geography; A brief story of Art; Italian Laws & Insurances concerning Tourism; English for Tourism workers; Notions of Accountancy, First Aid, Safety in Workplaces, Spanish language.
- Dates  
2016-2018 Academic Years
- Name and type of organisation providing education and training  
Italian State Archives - Archivio di Stato di Genova  
Via di S. Chiara 28 – 16121 Genova
- Title of qualification awarded  
Degree in Archivistic theory studies, Palaeography, Diplomatic studies
- Principal subjects covered  
Archivistic: theory and practice (description, filing, re-ordering), Palaeography (reading private and public texts in Latin), Diplomatic (analysis and comment of private and public texts written in Latin).
- Dates  
2003 – 2004 Academic Year
- Name and type of organisation providing education and training  
Università degli Studi di Genova  
Genova – Italy
- Principal subjects covered  
Translation studies on Law
- Title of qualification awarded  
Master in Law texts translation
- Level in national classification  
E-learning master on Law in English and French
- Date  
1998-1999 Academic Year
- Name and type of organisation providing education and training  
Facoltà di Lingue Moderne  
Università degli Studi di Bologna – Italy
- Principal subjects covered  
Translation studies in English, French and German
- Title of qualification awarded  
Degree in Translation

## PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

**ITALIAN**

## OTHER LANGUAGES

### ENGLISH

- Reading, Writing, Verbal skills

Excellent; LanguageCert Level 3, Certificate in ESOL International (Listening, Reading) obtained on 27<sup>th</sup> July 2020

### FRENCH

- Reading, Writing, Verbal skills

excellent

### GERMAN, SPANISH & HEBREW

- Reading, Writing, Verbal skills

basic

## SOCIAL SKILLS AND COMPETENCES

During my working career I have had the chance of travelling abroad and working with other people in a multicultural environment. In Italy many people I have had the chance of working with and for have been from other countries, making me understand that communication is vital, especially in English. Also, teamwork is essential to create the right collaborating staff, sharing information, competence and knowledge.

## ORGANISATIONAL SKILLS AND COMPETENCES

Problem-solving, co-ordination and team work are the main skill I rely on whenever I work with colleagues, as I have been doing since youth, with the occasional collaboration with scouts, to the most recent experiences, especially abroad.

## TECHNICAL SKILLS AND COMPETENCES

Since the beginning of my working life, I have been using computers constantly, mainly Windows programmes, and occasionally CATs.

## ARTISTIC SKILLS AND COMPETENCES

During the last years I have had the chance of going in depth in the knowledge of artistic heritage (architecture, painting in particular) thanks to my work in cultural seats I studied for several exhibitions of art (contemporary, modern and ancient art, both local, Italian and international).