**FORMISANO VIRGINIA**

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**EMPLOYMENT**

**Date of Employment**: April 2013

**Company Name:** Morellini Editore, Viale Abruzzi 13/A 20131 Milan

**Job Title:** Translator

**Duties:** Translation of the book “One Direction: the Ultimate Photo Collection”

**Dates of Emplyment**: December 2010 – June 2013

**Company Name**: Cleary Gottlieb Steen & Hamilton LLP, Via San Paolo 7, 20121, Milan

**Job Title**: Evening Secretary

**Duties**: Managing the switchboard, sorting international calls, greeting and accommodating guests, planning meetings and managing of the meeting rooms, supporting meetings and events, front office general secretary. Moreover, fax room duties – copies, pdfs, binding, faxes, e IT support.

**Dates of Employment**: February 2005 - December 2010

**Company Name**: According s.r.l., Via Avezzana 1, 20139, Milan

**Job Title**: Multimedia agent and responsible of an e-commerce website (www.ciclando.it)

**Duties**: Administering and spreading traffic news by updating many websites, including Quattroruote.it, and by radio bulletins (RADIOMONTECARLO, RADIO 105). For the e-commerce website: compiling it and managing the sales in complete autonomy, continuously modifying the contents of the site and taking particular care of the design and the relationship with costumers. I also was in charge of the switchboard and telephone calls managements, I supported events and greeted and accommodated guests.

**Dates of Employment**: January 2010 - May 2010

**Company Name**: Accademia Nazionale di Mountain Bike s.r.l., Via Avezzana 1, 20139, Milan

**Job Title**: Marketing Operator

**Duties**: Compiling and monitoring “Italy Bike Tours” website; my duties included translations but also international sales, for which I autonomously held contacts with clients and institutions from all other the world. Circulation of press releases by websites. Translation of “Park Tool -Big Blue Book of Bycicle Repair”.

**EDUCATION**

**Dates**: September 2008 - April 2013

**University**: Università degli Studi di Milano, Bachelor in Foreign Languages and Literatures

**Description**: I studied mostly English and Spanish, but also French.

**Grade Average:** 109/110

**Dates**: September 2001 - June 2006

**Description**: Istituto Statale Virgilio, Liceo delle Scienze Sociali

**Grade Average**: 100/100

**Notes:** The main subjects were Anthropology, Sociology, Psychology, Pedagogy, Philosophy

**FOREIGN LANGUAGES**

ENGLISH

Reading FLUENT

Writing FLUENT

Speaking *FLUENT*

FRENCH

Reading INTERMEDIATE

Writing BASIC

Speaking *BASIC*

SPANISH

Reading INTERMEDIATE

Writing INTERMEDIATE

Speaking *BASIC*

**COMPUTER SKILLS**

Windows, Macintosh, Office, Word Press, Joomla, Photoshop.

**Personal Interests and Additional Information**

My passion for learning English is what, in my opinion, makes me standout. I improved this skill out of the classrooms by listening to music, reading books and, most of all, watching movies and tv shows which I translated for fun. I have always looked for jobs that allowed me to use and improve my English, which has been often used to translate guide-books and technical books from English to Italian and business letters from Italian to English.

I am a very outgoing person who loves teamwork. I am also resolute and enthusiastic when I do my job.