

ELENA CARRERA

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Multilingual professional with over 5 years of experience in the cultural nonprofit industry. Highly skilled at conference interpreting and linguistic mediation, multi-cultural customer service and cultural exchange project management.

Able to complete multiple duties with accuracy shifting from one to another with frequent interruptions and competing deadlines. Fluent in French, English and Italian.

QUALIFICATIONS

- BA in Linguistic Mediation
- Over 6 years of experience in multi-cultural customer service
- Knowledge of standard office equipment, policies and procedures
- Knowledge of communication techniques for Social Media marketing
- Over 2 years of experience as an Administrative Assistant
- 6+ years of experience in event planning
- 4+years of experience in Freelance translation and budgeting spreadsheets
- Able to work independently and as part of a team

SKILLS

- Computer skills (AS400, G Suite, Microsoft Office Suite)
- Familiar with translation software (Subtitle workshop, GTS, OmegaT)
- Familiar with Slack, BaseCamp, Salesforce, Facebook Business Manager, Mailchimp, Canva, Marketo and Google Analytics
- Conversational level of Japanese
- Strong organizational and interpersonal skills
- Strong analytical skills; close attention to details
- Strong linguistic skills and multi-cultural sensitivity
- Flexible and adaptable, able to change and alter according to changes in projects
- Ability to work independently and prioritize duties with minimal supervision to meet deadlines
- Ability to learn new technical concepts and processes quickly

PROFESSIONAL EXPERIENCE

Southern Illinois University

Program Advisor

Nov 2018 - current

MCAS Cherry Point, NC (USA)

Providing educational guidance and assistance for military students (and their families) by planning schedules, recommending courses and determining appropriate education solutions.

SDI Media & Sferastudios

Freelance Translator and Editor

Jun 2015 – Dec 2017

Virtual

English/French into Italian translation, editing and screen adaption of subtitles for BBC and Netflix.

Easy School of Languages

Marketing Executive & Internship Coordinator

Mar 2014 – Apr 2015

Valletta, Malta

Coordinated the experience abroad of European students taking part into international work and study programs. Researched and contacted new Japanese partners for the school. In particular:

- Contacted host nation corporations and companies for placement opportunities, to ensure availability and successful placement of interns.
- Screened and corrected over 100 students' resumes and cover letters, for placement and contracting of internships.
- Responsible for all bureaucratic aspects of the student internships, including the preparation of certificates and official statements. Translated into Japanese school marketing materials.

- Followed up with potential Japanese agents and contracted 5 new partners.
- Trained 5 interns.

AFP, Colline Astigiane Vocational School

Feb 2014 – Apr 2016

Group Leader and Internship Coordinator

Asti, Italy

Led groups of high school students (for a total of 50 students) throughout their stay abroad (in Malta, Europe), managing and coordinating all aspects of their morale, welfare, recreation and experience. Specific tasks:

- Full-time 'on site' assistance for students.
- In charge of students work contracts and official documents/certificates preparation.
- Emergency point of contact for students.

Jacobacci & Partners

Jul 2012-Oct 2012

Foreign Patent Paralegal

Turin, Italy

In charge of updating global brands' new foreign patents for the largest intellectual property firm in Italy. Specifically:

- Use of as/400 to update general patent databases.
- Liaison officer for foreign clients.
- Registration of approved patents' Italian translations with the Chamber of Commerce of Turin, for their disclosure on Italian and European ground.

CGIL (Italian General Confederation of Labor)

Apr 2012 – Jun 2012

Tax Return Specialist

Turin, Italy

Responsible for drafting, revising and quality control of customers' tax returns and municipal property tax documents, in accordance with Italian Government requirements.

Eataly Japan

Jan 2011 – Oct 2011

Hall Staff/Cultural Ambassador

Daikanyama, Tokyo, Japan

Served as a 'cultural ambassador' for Eataly Japan (Daikanyama branch), filling a vital role to ensure the introduction of the Italian cuisine and provide and authentic cultural experience to local Japanese nationals. Every interaction was carried in Japanese.

Cultural Center - Circolo Arci 'Anatra Zoppa'

Sept 2005 – Oct 2010

Manager Assistant/Administration

Turin, Italy

Coordinated all aspects involved in the organization of events for a cultural-recreational nonprofit association. In charge of marketing and contracting of interested parties (acting companies, musicians, writers, etc.), supervision of budget, communication, contacting suppliers, bar tending, sequence of events' timelines.

EDUCATION

Digital marketing science certification, GreenFig, Oregon, Bend (USA), 2018

Conference interpreting postgraduate degree, Agenzia formativa TuttoEuropa, Turin (Italy), 2013

BA in Linguistic mediation, Università degli studi di Torino, Turin (Italy), 2009