



Elena Gallamini

FREELANCE TRANSLATOR /
REFUGEE SERVICES COORDINATOR

Details

Saida
Lebanon
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egallamini@gmail.com

Languages

English

French

Arabic

Italian

Skills

Excellent communication and
interpersonal skills

Problem Solving Skills

Ability to work in an emergency
context and under pressure

Team-oriented with proven
ability to work efficiently
independently

Microsoft Office

Attention to detail

Profile

Native Italian speaking Freelance Translator working on translation projects from Arabic, French and English to Italian. Middle Eastern Studies graduate, holding a Master's Degree in Migration Law and Politics.

Employment History

Translator, Centific's OneForma

OCTOBER 2021 – PRESENT

Independent Contractor working on translation projects from Arabic, French and English to Italian (general news, contents from social medias, news programs, medical publications,..).

Freelance Translator

OCTOBER 2020 – MARCH 2021

Written translations of Egyptian newspapers from Arabic into Italian for research work by Anna Ferrando, Professor of Contemporary History at the Department of Political and Social Sciences, University of Pavia.

Project Assistant , Blue Mission Organization, Sidon, Lebanon

OCTOBER 2022 – FEBRUARY 2023

Project Assistant supporting in

- drafting weekly and monthly reports for donors and new project proposals documentation.
- improving data collection methods and implementing monitoring activities.
- improving work strategies and team communication.
- outreach and communication with relevant stakeholders.

Project Manager, Caritas Saluzzo, Saluzzo, Italy

JANUARY 2021 – MAY 2022

- Planned and developed individualized self-sufficiency plans and timelines for vulnerable migrants in partnership with volunteer tutors, managing all aspects of the project implementation (programmatic, monitoring, administrative).
- Trained, supervised and supported one caseworker and twenty volunteers.
- Attended relevant training and represented the organization at national meetings.
- Completed the required paperwork, data, tracking and reports appropriately in a timely manner.

Coordinator of Refugee Support Services, Caritas Saluzzo, Saluzzo, Italy

MAY 2019 – MAY 2022

Caseworker and Coordinator of Support Services for Refugees on a wide range of sectors in a project aimed at protecting victims of labor exploitation and unlawful recruitment in agriculture (Drop-in Center, Employment Support Service, MHPSS, Healthcare Service).

Education

Master of Arts in Migration Law and Politics, University of Milan - Bicocca, Milan, Italy

NOVEMBER 2018 – MAY 2020

International law on aliens, migrants, refugees, stateless and human rights; EU law on persons circulation, borders, immigration and asylum; Italian public law of aliens,

immigration, asylum and citizenship; social and health services and foreigners; job law on aliens, welfare law and antidiscrimination law; migrations politics history.

Internship at the Information and Support drop-in desk (legal assistance for issuing and renewal of residence permits, family reunification, citizenship applications).

Master of Arts in Middle Eastern Studies, Ca' Foscary University of Venice, Venice, Italy

NOVEMBER 2011 – JULY 2014

Arabic language and literature, history and institutions of the Middle East, history of civilization of the arab world, islamic law, history of islamic philosophy, history of Judaism.

Socrates Erasmus Project at the University of Liège.

Arabic Language Certificate, Higher Language Institute, Damascus University, Damascus, Syria

JULY 2008 – JANUARY 2011

Mid-Intermediate (December 2010), Pre-Intermediate (March 2010), Beginner III (July 2008).

Bachelor of Arts in Middle Eastern Languages and Literatures, University of Turin, Turin

OCTOBER 2006 – JUNE 2010

Arabic Language, sociology of Islam, history and institutions in the Muslim world, history of Islamic countries, Arabic literature.

References

References available upon request