

Elisa Como

CONTACT

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PROFILE

Proactive, responsible and reliable language enthusiast with long experience in working with a wide variety of people in both Italy and England, while gaining excellent communication skills and demonstrating self-management, commitment and flexibility. Interested in placement, internship or traineeship that matches skills and experience. Fields of specialism: art, travel and hospitality, business and marketing, accounting, medicine. Language combinations: English-Italian, French-Italian, Spanish-Italian, Italian-English.

QUALIFICATIONS

- MA Translation, Interpreting and Subtitling
- BA English and French
- SDL Trados Studio for Translators:
<http://oos.sdl.com/asp/products/certified/index.asp?userid=254855>
- Certificate in Advanced English (CAE)
- Diplôme approfondi de langue française (DALF) C1
- European Computer Driving Licence (ECDL)
- City & Guilds Level 2 Award in the Principles of Customer Service in Hospitality, Leisure, Travel and Tourism.

EDUCATION

MA Translation, Interpreting and Subtitling

October 2014 — September 2015

University of Essex, UK

- Awarded with Distinction.
- Language pair: English-Italian.
- Translation of educational, socio-political, promotional, literary, technical and scientific texts; audiovisual translation, interlingual and intralingual subtitling; website localisation; transcription; interpreting (consecutive, simultaneous, bilateral and whispering); editing and proofreading; terminology management; Quality Assurance; CAT tools: SDL Trados Studios 2014 and memoQ; A1 German.
- Dissertation on the translation of *Gainsborough*, by William Vaughan (Thames and Hudson, 2002).

BA English and French

September 2010 — June 2014

Royal Holloway, University of London, UK

- Final classification: 2:1.
- Subjects: English and American Literature, C1 French, French Media and Literature, Linguistics.
- Final year dissertation: 'French Orientalism and Western fantasies'.

Year abroad

September 2012 — June 2013

Université d'Aix-Marseille, France

- Modules: C1 French, A2 and B1 Spanish, Translation (English-French and French-English), Linguistics, American and European Literature.

Maturità classica

September 2005 — June 2010

High School 'Liceo Classico Marco Terenzio Varrone', Rieti, Italy

- Overall mark: 100/100 with honour.
- Subjects: Italian, English, French, Latin, Ancient Greek, History, Art History, Philosophy, Religion, Mathematics, Biology, Physics, Astronomy, Geology and Sports Studies.

Intercultura exchange programme September 2008 — November 2008

Uxbridge Secondary School, Ontario, Canada

- Subjects: English, French, Canadian History and Environmental Geography.

WORK EXPERIENCE

Boutegue Vaquier

December 2015 — Present

Intern

- Editor and Marketing agency.
- Translation (IT>FR, IT>EN) and administration duties.

Language and Linguistics
Department, University of Essex

February 2015 — August 2015

Project coordinator for Multivox speech repository

- Responsibilities included: selecting and contacting speakers; transcription and translation of English and Italian speeches; video-shooting and video-editing; coordination of a multilingual group of students.
- Excellent experience of project and task management and of team and independent work.

School of Philosophy and Art
History, University of Essex

January 2015 — August 2015

School Library Assistant frontrunner and research assistant

Main activities and responsibilities: relations with students, members of staff and suppliers; keeping track of checked out, returned and renewed books through the use of KOHA and Excel; cataloguing and processing acquisitions; inventory; helping the departmental office and Dr Michael Tymkiw in the coordination of several projects.

University of Essex

October 2014 — June 2015

Accommodation Representative

- Responsible of promoting my accommodation, providing information about life at university, answering enquiries, ensuring cleanliness and tidiness of communal areas.
- Oral communication and promotion skills are essential, as are enthusiasm and good manners.

McDonald's in Windsor, UK

October 2013 — June 2014

Crew member

- Responsibilities included: customer service, food preparation, cleanliness and hygiene, verifying the quality of the merchandise and the functioning of the equipment.
- Contributed to the smooth operating of the restaurant by successfully dealing with pressure and working with precision and rapidity as part of a team.

Thorpe Park, in Chertsey, Surrey,
UK

October 2011 — November 2011

Host at the Coffee Shack

- Responsibilities included: customer service, handling financial transactions, operating the till, hot drinks preparation, cleanliness and hygiene, answering

customers' inquiries, opening and closing.

- Demonstrated ability to work efficiently both independently and as a team member.
- Always focused on providing excellent customer service in accordance with brand guidelines.

HR Department of Rieti's town hall,
Italy

August 2010 — August 2010

Intern

- The three-week internship was open to the most successful students graduating from all the high schools in Rieti's province.
- Showed commitment, proactivity and cordiality while responsible of arranging sensitive data and records, writing documents concerning employees and university students and providing assistance during office activities and procedures.

MAIN VOLUNTEERING EXPERIENCE

Traineeship at the EU Pavilion and general volunteer for Expo Milano

2015 (October 2015)

Assistant Editor for Essex Graduate Papers in Language and Linguistics On-line (November 2014 - September 2015)

- Responsibilities include: contacting authors and reviewers through e-mail; editing all the material in order to publish the next volume of EGSPLL.

Student organizer for the Multilingual Conference 2014, University of Essex
(November - December 2014)

- Written communication skills enhanced when contacting speakers, hosts and interpreters through e-mail;
- Responsibilities included: organising a schedule for the conference; promoting the event; taking care of the equipment; video-recording the conference; ensuring that the event would run smoothly.
- Also served as an interpreter (English-Italian and Italian-English) for multiple speeches and Q&A sessions.

Spicer Library University of Essex (October 2014 - August 2015)

- In charge of training the new volunteers, in addition to regular librarian duties.

44th and 41st Rieti Meeting of athletics (September 2011 and 2014) **and**

2012 London Olympic Games (Games Maker, July - August 2012)

- Bilingual helper, interpreter and assistant to athletes, managers and journalists.
- Responsibilities included: welcoming the aforementioned categories to the events; arranging appointments and transportation.
- Gained valuable experience in communicating with people from different backgrounds and taking the initiative in problem solving when obstacles arose with the transportation team.

Exhibition 'EcoCentrix - Indigenous Arts, Sustainable Acts' and the 'Origins - Festival of First Nations' opening event, London (October - November 2013)

- Involvement in the installation, staffing and promotion of the exhibition; assistance to Mrs. Irma Luz Poma Canchumani, a Spanish-speaking artist from Peru; staffing and catering during the Festival's opening.
- The experience was fundamental in increasing my cultural awareness of indigenous peoples and enhancing my project management skills and evaluation and review skills during the installation and the promotion of the exhibition.

Rieti 2013 European Athletics Junior Championships (July 2013)

- Member of the Accommodation team; responsible for the Bulgarian and Slovakian

delegations; in charge of leading and organising the Slovakian delegation at the Opening ceremony.

- Organisation, team working, problem solving and communication skills, together with a positive and accessible attitude, were successfully applied in several occasions.

SKILLS

Languages:

- Native language: Italian; C2 English; C1 French; B1 Spanish; A1 German;
- Experience in interpreting and translation: high school and university studies; travels to a multitude of European countries, Egypt, Morocco, Turkey and Canada; 2011 Veritas University Challenge; translation of a 53,500-word work of fiction; previous membership to subsfactory.it (fansubbing); experience as a translator, proof-reader and project manager for a business group translation (English into Italian) in association with the University of Essex and professional translation company TTC wetranslate.

Computer skills:

- European Computer Driving Licence, with excellent command of office suite (word processor, spread sheet, presentation software) and the World Wide Web;
- Good command of software regarding the translation and synchronisation of subtitles, like WinCaps, Subtitle Workshop, VisualSubSync (and ELAN), gained as a MA student at Essex and as a member of subsfactory.it, a website supplying Italian subtitles to foreign films and television series;
- Good command of photo editing software, like Photoshop CS5, gained as an amateur photographer and social networks user: Facebook (I co-founded and co-run a page on LGBT awareness and media portrayal, with 2,570 active users from several countries), Tumblr and general knowledge of Twitter.
- Great command of translation software SDL Trados Studios 2014 and memoQ, gained as a MA student at Essex.

Other:

- Good leadership and organisational skills gained through the organization of academic projects and the coordination of groups of children, teenagers and adults from different social and cultural backgrounds during several volunteering experiences (canteen for the poor; children summer camp; see above);
- Training as a CyberMentor offered by UK charity BeatBullying, that aims to help children and teenagers in difficult situations.

REFERENCES

Ms Ignazia Posadinu, Senior Lecturer at the University of Essex, Department of Language and Linguistics

Email: iposad@essex.ac.uk

Phone: +441206 872239

Dr Michael Tymkiw, Co-Director of the Centre for Curatorial Studies at the University of Essex, School of Philosophy and Art History

Email: mtymkiw@essex.ac.uk