

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	GIULIA FURLAN
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E-mail	furlan.giulia@gmail.com
Nationality	Italian
Date of birth	18 APRIL 1984

WORK EXPERIENCE

Dates (from – to)	Since 2009 - today
Occupation or position held Main activities and responsibilities	<p>Free-lance translator for both English Irish and Italian agencies.</p> <p>I'm currently working with the Translation Pros, on a project to translate an English course for basic and intermediate students. The course will be recorded on cd and cassette to be sold online. This project is about 30,000 words.</p> <p>I worked also for the Irish agencies Unique Voice and Interling, translating, among others, websites, a brochure for the Gain company about hors feed and others ncluding rugby translations and tourist information.</p>
Dates	July 2008 - August 2008
Occupation or position held	<p>Mass S.r.l</p> <p>Corporate advertising and promotion in the field of mobile phone</p> <p>Call center operator</p>
Dates	October 2007 - June 2008
Occupation or position held Main activities and responsibilities	<p>Manpower S.p.A.</p> <p>Human Resources Agency</p> <p>Selection Account</p> <p>Research of qualified staff for companies wishing to invest on the formation and growth of their employees. My role was to find, contact and interview profiles that seemed relevant and put them in contact with various companies by acting as a mediator between their needs and those of the candidate. The work had weekly and monthly targets to meet.</p>

Dates	February 2007 - September 2007
	University of Padua Foreign Student Office.
Occupation or position held Main activities and responsibilities	Relations with the public. I took care of contacts and relations with foreign students, giving them the required information on universities, courses, administrative and economic issues.

Dates	April 2005 - September 2005
	Lauda Air S.p.A. Italian Airline company – long range flights
Occupation or position held Main activities and responsibilities	Flight attendant. Monitoring the aircraft safety and providing customer service. Our first and most important duties were to control all of the safety equipment on board and verify its functionality. During the flight, we took care of passengers by distributing meals, drinks and being available for other needs, and ensure that no problems might arise that could threat the tranquillity of the flight.

EDUCATION AND TRAINING

Dates (from – to)	September 2003 - June 2007
Name and type of organisation providing education and training Principal subjects/occupational skills covered	University of Padua, Faculty of Letters and Philosophy, Course of Linguistic and Cultural Mediation. Foreign languages (English and Spanish were my first and second languages, French was my third, translation courses, sociology and psychology, political and international economy).

Dates	1998 - 2003
Name of the school	High school Liceo Classico M. Flaminio, Vittorio Veneto (TV)
Title of qualification awarded	Diploma Liceo Classico, vote 89/100.

**PERSONAL SKILLS
AND COMPETENCES**

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

Reading skills

ENGLISH

EXCELLENT

Writing skills

EXCELLENT

Verbal skills

GOOD

SPANISH

Reading skills

EXCELLENT

Writing skills

EXCELLENT

Verbal skills

GOOD

**SOCIAL SKILLS
AND COMPETENCES**

Thanks to numerous experiences of work and education I have developed unique capabilities in reporting and communicating with other people, whether in the workplace or elsewhere.

I easily adapt to any environment and working status.

I like to operate both individually, in order to demonstrate my capabilities at their best, and in team, where instead it is necessary to collaborate to join common objectives and working.

**ORGANISATIONAL SKILLS
AND COMPETENCES .**

I can manage well the load work given to me, and organize times and things to do under the range of commitments I have, which include family, daily chores and my personal interests.

**TECHNICAL SKILLS AND
COMPETENCES**

Internet, Microsoft Office (Word, Excel, Powerpoint).

**ARTISTIC SKILLS AND
COMPETENCES**

I love travelling, I read a lot, especially literature and noirs, I am very interested in oriental cultures and languages, especially Chinese and Japanese, I like taking long walks in natural places, especially by the seaside.

CAR DRIVING LICENCE(S)

FULL CLEAN DRIVING LICENCE