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| PERSONAL INFORMATION | Laura Meli  |
|  |
|  | via Lazio, 7, 09072 Cabras (Italy)  |
|  +39 347 728 5043  |
|  laura.meli88@tiscali.it  |
| Skype lau.meli   |
| Sex Female | Date of birth 09 June 1988 | Nationality Italian  |

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| JOB APPLIED FOR | ENG / ESP > ITA Translator |

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| WORK EXPERIENCE |   |

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| 05/2014–Present | Transcription |
| Language Insight, Preston, (United Kingdom)  |
| Truth transcription from Italian to Italian for Samsung project. |

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| 04/2014–Present | Proofreading |
| Lionbridge, Waltham (United States)  |
| Proofreading from English into Italian of Ebay announcements. |

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| 03/2014–Present | Translation |
| Gengo, San Mateo (United States)  |
| Various kinds of translation from English into Italian at Standard and Pro levels. |

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| 02/2014–Present | Translation |
| ISO Translations, Sarasota (United States)  |
| Various kinds of translation from English into Italian. |

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| 03/2013–Present | Translation |
| Trading society, (Italy)  |
| Translation from English into Italian of legal contracts. |

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| 09/2012 | Translation |
| Tourist field, (Italy)  |
| Translation from Italian into English of advertising flyers. |

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| 07/2011–09/2011 | Translation |
| Photovoltaic systems company, (Italy)  |
| Translation from Italian into Spanish and English of legal contracts.Translation from English into Italian of product information brochures. |

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| EDUCATION AND TRAINING |   |

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|  | Preparing for a degree in Science of Linguistic Mediation |  |
| Faculty of Foreign Languages and Literatures, Cagliari (Italy)  |
| Languages: English and Spanish. |

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| 2002–2007 | Science High School Diploma |  |
| Liceo Scientifico “Mariano IV d'Arborea”, Oristano (Italy)  |
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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Italian |
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| Other language(s) | UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | B1 | C1 | B1 | B1 | B1 |
| Spanish | B2 | C1 | B1 | B1 | B1 |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)  |

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| Computer skills | Good knowledge of Microsoft Windows 7/XP operating systems.Good knowledge of Microsoft Office, Libre Office, Adobe Reader softwares.Good knowledge of some CAT tools: MemoQ 2013, MemSource Editor, OmegaT, Poedit, Wordfast.Good knowledge of Google Chrome, Mozilla Firefox web browsers.Excellent web knowledge: research, content analysis; use of online dictionaries and glossaries. |

I authorize the use of my personal data in compliance with Legislative Decree 196/03.