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| **LAURA VECCHIO**Interpreter/Translator/Proofreader | **Email:** lauravekk@gmail.com**Address:** London, N16 (England)**Linkedin:** https://www.linkedin.com/in/laura-vecchio-5a96a2149/ |

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| **PROFESSIONAL PROFILE** | I am a native Italian with perfect knowledge of written and spoken mother tongue and perfect command of all aspects of the native language: grammar, spelling, stylistic levels. I have 7 years of experience delivering translator services working with various translation agencies. I recently passed the Level 3 Community Interpreting exam. Competent and professional individual capable of meeting the demands of a busy workplace, I can easily transition from working within a team supporting colleagues to outstanding results to using my initiative to complete tasks in a timely and prompt manner. Currently looking for an employer that will benefit from my skills and experience.  |

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| **EDUCATION** | **Learnq, 2021/23**Level 3 Community Interpreting Certificate |
|  | **Linguist training LTD, 2018**Foundation Course in Translation (FCT) Diploma |
|  | **School for Interpreters and Translators, 9/2015**Professional translator |
|  | **Istituto Ettore Majorana, 2004**ECDL (European Computer driving licence) |
|  | **Istituto d'Istruzione Superiore "Gulli e Pennisi", 1995/2001**Grammar School Diploma |

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| **EMPLOYMENT HISTORY** |  **Homemaker/Parent 2018 - 2023** * Creating safe and secure environment
* Managing the house
* Liaising with council, bank, and housing association
* Managing children’s and household diary
* Planning finances, paying bills, and keeping to household budget
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|  | **Self-Employed House-Keeper 2015 - 2018*** Vacuuming, sweeping, and mopping floors
* Cleaning rooms
* Polished cabinets and wood furniture
* Properly cleaning upholstered furniture
* Collecting and disposing of trash

**Self-Employed Freelance Translator English to Italian 2016 - Ongoing** * **Freelance translator and proofreader (Jan 2016 - Dec 2016):** Advertising and marketing translations, newsletter and web pages translations, medical translations, legal translations, computers, travel translations
* **POWERLING (Jun 2017- Sep 2017):** Medical translations from English to Italian
* **GOTHAM LAB (Nov 2017 - Jun 2018):** Contracts, proofreading
* **PACTERA (Jan 2019 - Oct 2021)** e-commerce content translations, quality assurance and MTPE (machine translation post editing), translation of a short film and language quality assurance for the subtitle translation.
* **DAY TRANSLATIONS (Jun 2020 – ongoing):** some of my works include translation of Birth Certificate from Spanish to Italian, translation of Birth Certificates from English to Italian, Localization projects from American English to Italian (car rentals and Health and fitness App), translations in the Trading field, nutrition, medical translations (cardiology), Adoption certificates and documents, video games, real estate, Diving survey, Beauty products, medical research translation, Certification of Marriage, Apostilles, Report of Dissolution of Marriage.
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|  | **Libreria (Italy) Sales assistant 2004- 2006*** Greet customers
* Answer customers’ questions
* Look for stock requested by customers
* Keep the stock room organized
* Pack shelves neatly
* Create attractive displays
* Elevate customer complaints to the manager
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| **KEY SKILLS**  | * Translating from English to Italian, revising, MT post-editing and editing
* Operating system Microsoft Windows 10
* Good knowledge of Microsoft Office and Acrobat Reader; Wordfast and Smartcat CAT tools
* Excellent typing, search and reading skills
* Teamwork and collaboration
* Observation and attention to detail
* Communication
* Customer Service
* Interpersonal
* Analytical and Problem Solving
* Flexibility and adaptability
* Planning and Organisation
* Time Management
* Multitasking
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