**LICIA BODANZA**

 licia@bodanza.it **|** +39 340.361.7668 Milan, Italy | Skype: licia@bodanza.it

**OBJECTIVE: To secure a position as an Italian language translator**

**LANGUAGE SUMMARY**

Mother tongue: Italian Fluent: French and English Basic Knowledge: Spanish and Arabic

**PROFILE**

* **Provider of translation services from English and French into Italian to specialized agencies, companies, law firms and brokerage firms.**

**Fields of translation expertise: Finance, Stock Markets, Management (with a focus on Corporate Social Responsibility), Marketing, Law & Business, Sociology and Psychology, Art and Artistic Heritage.**

In particular:

Marketing: web sites

Legal sector: notarial deeds - contracts: general terms and conditions of sale and purchase - agency, consultancy, supply and sales contracts - injunctions - legal opinions – Judgments

Business: Financial statements

Sociology and Psychology sector: newspaper articles and university papers

Art & Artistic heritage: various exhibition catalogues

* **Experienced Italian teacher (and Celta qualified teacher of English) with dual degrees in English and French.** Demonstrated track record of teaching and translating for business and educational enterprises, law firms, specialized agencies, professionals and students.
* **Partner of consulting business in Milan, which provides communication, marketing, event management consulting and language training.** Extensive experience working as a corporate language consultant and translator, teaching Italian and English and translating English and French into Italian. Visit: [www.bodanza.it](http://www.bodanza.it);
* **Detail-oriented, culturally-competent professional with proven organizational, analytical, and problem-solving abilities.** Background includes hiring and supervising professionals to teach/translate languages.
* **Computer Literate: Microsoft Office Suite, CAT Tools: Trados Studio 2019**

**EDUCATION**

**Bachelor’s Degree in Languages (English and French - Scienze della Mediazione Linguistica)** awarded in 2006 at “Istituto Superiore Interpreti e Traduttori” (School for Interpreters and Translators), Milan, Italy

**Specialization language: English** - Thesis: “Implementing and Communicating Corporate Social Responsibility policy”

**Specialization Diploma in Translation**, at "Civica Scuola Superiore Interpreti e Traduttori" (School for Interpreters and Translators), Milan, Italy **- Specialization language: French**

Thesis: Translation and critical analysis of an extract from the literary French novel “Les Soleils des Indépendances” by Ahmadou Kourouma, edited by Seuil

**Diploma in Translation, "Civica Scuola Superiore Interpreti e Traduttori"** (School for Interpreters and Translators), Milan, Italy

**Diploma in Languages**, at Liceo "Internazionale” (International High School), 60/60 mark, Milan, Italy

**PROFESSIONAL CERTIFICATES**

**IBET Certificate**, in Teaching Business English, TeacherTraining.it, Milan, Italy

**CELTA Qualification**, the most widely taken and recognised TEFL certificate

(Teaching English as a Foreign Language), TeacherTraining.it, Milan, Italy

**EMPLOYMENT HISTORY**

**2008 – 2020**

**Bodanza & Bodanza, Milan**

Italian and English Language teacher, Translator and Translation Consultant for small and medium-sized companies, agencies, professionals and students

**2009 – 2010**

**Politecnico della Cultura delle Lingue, Milan**

Seminar Instructor on CSR (Corporate Social Responsibility)

**2004 – 2008**

**Fineco Bank, Unicredit Group, Milan**

Assistant Manager (Internal Audit Dept.)

Communication Management with Government Agencies regarding Italian Exchange Securities Commission documentations and Bank of Italy complaints. Communication Management with Securities Commissions abroad. Translation of documents

**2000 – 2003**

**Banca Mediosim, Milan**

Stock Broker as a link to foreign partners

**1997 – 2000**

**Gestnord Sim, Banca Sella Group, Milan**

Front-office assistance as a link to foreign partners as a money market broker

Back-office activity, particularly with foreign counterparts (English and French thanks to the knowledge of the English and French language)

**Personal Interests**

Foreign cultures and languages

Italian and foreign novels, classics

Management - Corporate Social Responsibility

Personal development and growth - Fitness and Yoga

Travels