







## CONTACT DETAILS

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 live:studiovaino

 A, B

## PROFESSIONAL PROFILE

An experienced Project manager with years of pharmaceutical marketing and specialised translation background.

Has recently completed a post-graduate Diploma in Translation (Medical/Scientific, Juridical, and Business Translation).

## SKILLS AND COMPETENCES

- Communication skills, relationship building, teamworking
- Independent working, planning skills, time management, ability to meet deadlines
- Result oriented, problem solving

- Training new resources
- Human Resources management

# Caterina Vaino

## WORK EXPERIENCE

Medical Translator

Blend Pharma and Healthcare (parapharmacy consulting services)

2020/02 - date

- Translating contract agreements
- Compiling marketing materials (Brochure, depliant, leaflets, and medical devices user guides)
- Compiling and updating glossaries
- Operational and tactical planning to ensure client's requirements are met to a high standard by the agreed deadline.

Project manager

Blend Pharma and Healthcare (parapharmacy consulting services)

2020/02 - date

- Creating reports, charts, and market analysis for the Communication and Marketing Department
- Implementing operational marketing strategies
- Implementing client acquisition marketing strategies, branding and activities to increase profit margins
- Developing project plans and related materials for both local and international corporate and individual clients wishing to create business partnerships • Assisting with budget planning and multichannel communication strategy
- Performing target needs analyses to tailor products and services.

Communication skills trainer freelance

2012/01 - date

- Personalised business consulting services – pharmaceutical marketing and communication

Translator

Freelance

2008/01 - date

EN-IT-EN, FR-IT-FR

Translating a range of texts and documents for both individuals and corporate clients:

- Contract agreements
- Marketing materials
- Business correspondence
- Private correspondence

## LANGUAGE SKILLS

Italian

English Native C1

French C1

German A2

- Communications skills training course for medical sales representatives

Project manager

Hering Laboratori (pharmaceutical manufacturer)

2013/01 – 2019/12

- Managed communication and marketing projects for both Italian and foreign clients

- Translated medical/scientific texts for trade fairs and conferences abroad

Trade Show Staff

Agenzia Macchina Creativa

2005/03 – 2007/12

- Welcomed visitors, provided multilingual information service (IT-EN-FR)
- Assisted with event planning in Italy and abroad
- Worked as an usher and ticket taker
- Provided information and distributed information materials to visitors

English, French language tutor

Private clients

2002/01 – 2004/12

- Created personalised training plans for middle and high school students • Tutoring
- Delivered English and French language lessons to individuals and groups.

## EDUCATION AND QUALIFICATIONS

Postgraduate Diploma in Translation

SSIT- Scuola Superiore per Interpreti e Traduttori Pescara,

2022/02

- Postgraduate diploma in translation EN-IT-EN, FR-IT
  - SDL Studio Trados Professional 2021

Specialising Master in Pharmaceutical Marketing and Management

Istum – istituto di studi di management Milan,

2019/02

- Sales Management
- Human Resources Management
- Project Management

Master's Degree in Political Science and International relations Università degli Studi

Genoa

High School Diploma in Foreign Languages: English, French,  
German

Liceo Linguistico Santa Dorotea

Genoa

## INDEPENDENT TRAINING AND COURSES

Academy of Human Resource Development: Communication and  
Human Resources Management

HRD Training Group

Milan, 2014

- Specialising Master in Communication and Neuro-Linguistic

Programming

Leadership School: PNL and Communication Foundations and  
Techniques

HRD Training Group

Milan, 2010

Main subjects:

- Effective and Persuasive Communication
- Time Management
- Body Language
- Transactional Analysis

## TECHNICAL SKILLS AND COMPETENCES

Competent user of Windows 10, Microsoft Office (Word, Excel,  
PowerPoint)

Competent user of email clients, internet browsers (MS Edge, Chrome)

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