

Elisa Mesa



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DOB: 05-08-1983, Rome. Nationality: Italian

Work Experience

- **2021 – 2022, (8 months) part-time Congress Hostess at Congress Centre. (London)**
Main duties: registering international guests, greeting and directing them to their seats, informing about the agenda.
- **2021, (6 months) Translator at ESR, accessories company for smartphones and tablets. (online)**
Main duties: translations from English into Spanish and Italian about consumer electronics products (product descriptions, FAQs, emails, etc.)
- **2017-2020, (3 years and 5 months) Copy centre Assistant at ‘Lateranense’ University. (Rome)**
Main duties: translation of documents from Italian into English/Spanish for foreign students (information on courses, general university regulations, daily and monthly communications) and general administration tasks (photocopying, scanning, printing, binding, digitization of documents)
- **2014-2016, (2 year and 1 months) Receptionist at Vitaldent, dental clinics. (Madrid).**
Main duties: answering phone calls, scheduling appointments, customer service, incident resolution.
- **2014, (6 months) Market research telephone Interviewer at Análisis Survey. (Madrid).**
Main duties: calling different companies and conducting surveys.
- **2008-2013, (5 years and 2 months) Sales Representative at Ricoh Italia srl, commercial company of software, computers, printers and photocopiers. (Rome).**
Main duties: selling Ricoh products and services, creating advertising campaigns to promote document management solutions.

Education

- **2022 Course in Industry Translation at SSIT.**
Translations from Spanish into Italian about tourism, web sites, technical area. Grade: 27 out of 30.
- **2003-2007 Graduated in Business Communication, Marketing and Advertising. (Lumsa University, Rome).**
Knowledge of information and marketing techniques. Grade: 97 out of 100.

Languages

- **Italian:** Mother tongue
- **Spanish:** Upper level
- **English:** Upper level

Computer Skills

- Microsoft office.

Hobbies

- Travelling and meeting new people from around the world, language exchange, latin dancing, passionate about psychology, mindfulness and self-care books and meditation.