

PERSONAL INFORMATION

Federica Perrotta



 82, Michele Lessona St., 10040 Rivarossa (TO), Italy

 (+39) 329 0313 759

 per.federica@gmail.com



Date of birth 17/08/1984 | Nationality Italian

WORK EXPERIENCE

July 31st, 2019 - today

Professional Specialized Freelance Translator

Torino, Italy

- Translation, localization and proofreading of business, commercial, web, e-commerce, IT, tourism, technical documents included in the Specialized Translation Master's Degree Programme Course, language combinations EN>IT and SP>IT.
- Translation, localization and proofreading of e-commerce websites for Redomino srl.
[Business or sector](#) Translation and Interpreting Industry

September 6th, 2017 - today

Independent Usborne Organizer

Usborne Books at Home, Eynsham, Oxfordshire, UK

- Selling award winning children's books to the general public, schools, nurseries and preschools
- Seasonal and theme events organization, providing reading, playing, English learning (ESL) as well as arts&crafts sessions.
[Business or sector](#) Publishing Industry

2017 to present

Homeschooling Teacher (Primary school and Kindergarden)

Torino, Italy

- English (as second language or in a bilingual curriculum), Italian (also as second language), Maths, Science, History, Geography, Arts, Music, taught always following children personal attitudes and interests, while inspiring and motivating them
- Mediation in group activities when regularly participating in local homeschooling groups
- Integrate personal preferences with National Italian (and both UK for bilingual students) curriculum, complying with state laws and reporting procedures
- Active assistance in the final year compulsory exam preparation
- Tests, exercises, lesson plans, alternative teaching classes, extracurricular activities, arts exhibitions and museums visits, science lab experiments and lapbooks redaction preparation.

[Business or sector](#) Primary Homeschooling Education

2016-2018

Kindermusik Teacher

Kindermusik with Federica, Rise&Shine a.s.d e a.p.s., Torino, Italy and Kindermusik International, Greensboro, NC 27406, USA

- Organize Kindermusik music and movement classes in the Turin area, both in school and private environments for children aged 0-7
- Nurture the natural acquisition of English second language as it happens with the mother tongue, thanks to the natural exposure and learning in the very early childhood
- Introduction of music to preschoolers to promote sensory development, musical rhythm and to boost foreign language learning
- Lead parents through the great musical, linguistic, physical, cognitive, social and emotional developments happening all along every Kindermusik class
- Class schedule organizations, administrative duties including instruments and books purchasing, cash, invoicing, and payments management.

[Business or sector](#) Children Music and English Education

- September 2017 **G7 Congress Hostess**
Triumph Group International, Roma, Italy for the Italian Presidency of G7 held at Reggia di Venaria Reale (TO), Italy
- Administrative, logistic, security, accreditations and linguistic support to ministries and delegates during the G7 Labour, Employment, Industry, ICT, Science Meetings.
- Business or sector** International congress interpretations and translations.
- 2010-2011 **Project Manager**
SOGES S.p.A., Torino, Italy
- Business development and management of the following EU-funded Framework contracts (FWCs):
 - FWC Commission 2007 (SOGES Consortium):
 - Lot 4 - Studies, assessments and presentations in the thematic fields covered by external aid, with the exception of trade, businesses and regional economic integration (covered by lot 5)
 - FWC Beneficiaries 2009:
 - Lot 6 – Environment (Safege Consortium)
 - Lot 7 - Governance and Home Affairs (Particip Consortium led)
- Business or sector** European Funded Projects Management
- 2006 **International Business Developer Assistant (Internship)**
Tercialia S.L., Sevilla, Spain
- Assistance to the International Business Developer with the opening of a new subsidiary abroad and manage foreign clients, translations and interpretations.
- Business or sector** Real estate consultancy
- 2006 **National Olympic Committee Assistant**
TOROC - Torino Olympic Organization Committee, Italy
- Voluntary work during the 2006 Winter Olympic Games, as NOC (National Olympic Committee) Assistant, to ensure the fulfilment of all updates and correspondence between TOROC and the National Olympic Committees, as well as to manage their meetings and travels.
- Business or sector** Voluntary work, Olympic Winter Games
- 2005 **International Financial and Commercial Department (Internship)**
Flenco S.p.A., Avigliana (TO), Italy
- International clients and subsidiaries management
 - Translations of administrative documents and presentations in various language combinations
 - Business plans redaction, marketing researches and project start-up activities, in particular referred to the opening process of a new subsidiary
- Business or sector** International Finance and Trade
- 2001-2004 **Waitress**
Ristorante Vico Equense, Torino, Italy
Osteria del F.I.a.T., Torino, Italy
- Clients, orders, tables, purchasing and public relations management
 - Linguistic support to international clients.
- Business or sector** Food and beverage, Restaurants
- 2001 **Congress Hostess**
FIAT S.p.A., Torino, Italy
- Administrative, logistic, security, accreditations and linguistic support to employees and investors during formal and informal meetings.
- Business or sector** Automotive, Congress Hostess

EDUCATION AND TRAINING

July 31st - December 2nd 2019**Master's Degree, Specialized Translation**

SSIT (Scuola Superiore Interpreti e Traduttori), Pescara, Italy

- Translation and localization theories and technique
- Business, commercial, web, e-commerce, IT, tourism, technical terminology
- Glossary compilation
- CAT tools (FLOSS and SDL TRADOS STUDIO 2019)
- EN>IT and SP>IT

September 29th, 30th 2018**Outdoor Educator Level 1**

Forest Kindergarten International Federation, Asilo Nel Bosco, Roma, Italy

- Emotional education theory, practice, exercises
- Overview on Outdoor Education, Human Development, Nature Connection and the Young Child
- Storytelling, songs, Rhymes, Games, Arts and Crafts as a Teaching Tools
- Risk assessment and administrative management
- Working within the community tools and exercises

2015-2016

Kindermusik Licensed Educator

Kindermusik International, Greensboro, NC 27406, USA

- Pedagogy, children development, children psychology
- Kodaly, Gordon, Orff and Suzuki musical learning approaches
- Theoretical and Practical aspects of teaching foreign languages to children
- Marketing e Business Development

2007-2009

Master's Degree, International Relations and Affairs

Università degli Studi di Torino, Italy

2008

Socrates Exchange Programme, International Relations and Affairs

University of the Fraser Valley, Abbotsford, Canada

2003-2007

Bachelor's Degree, International Business Management

Università degli Studi di Torino, Italy

September 2006

Leonardo Exchange Programme, International Business Management

Academia Mester, Sevilla, Spain

- Advanced Intensive Spanish Language

1998-2003

Secondary School Diploma, Foreign Languages

I.M.S. Regina Margherita, Torino, Italy

- Intensive and thorough English French and Spanish grammar, conversation and literature learning

1994-2002

Classic Guitar Private Courses

Torino, Italy

PERSONAL SKILLS

Mother tongue Italian

Other languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C1	C2
French	C2	C2	C1	C1	C1
Spanish	C2	C2	C1	C1	C2

Communication skills

- Excellent communication and interpersonal relations skills especially in multi-cultural environments
- Responsible, happy to help, capable to work under pressure.

Organisational / managerial skills

- Accurate, patient, flexible, adaptable and with great positive problem solving attitude.

Digital skills

- European Computer Driving Licence
- Excellent command of office suite (word processor, spread sheet, presentation software, outlook)
- Basic command of database software
- Basic command of photo editing software gained as an amateur photographer

Driving licence B