

Maria Vittoria Biagini

Freelance Translator

Via Sciesa, 5, Riccione (RN), Italy

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PROFESSIONAL SUMMARY:

Passionate multilingual Freelance Translator.

WORK HISTORY:

Translator and Subtiter at DotSUB and Roundabout Entertainment (November 2020 – Currently)

Freelance translator and captioner of short marketing videos, viral videos, interviews, and more.

Freelance Translator and Proofreader (April 2020 – Currently)

Working as a freelance translator and proofreader from English and Spanish to Italian for different translation agencies and clients. Successfully translated many complete projects, ranging from documents to entire websites.

Hostess for Fairs, Meetings, Events, Congresses (September 2020 – Currently)

Welcomed guests, who can be potential customers, business partners, or even applicants of the respective company. Maintained cleanliness of event space before, during, and after an event by picking up trash or other debris when necessary. Provided exceptional customer service to all customers and ensured that all company policies & procedures are followed at all times.

Project Manager at Podium Tour Operator, San Marino (February 2018 – April 2020)

Delivered high level of service to clients to both maintain and extend working relationship for future business opportunities. Supervised project schedules to meet key milestones. Reduced cost by using resources and team members effectively.

Front Desk and Back Office at Hotel Carlton, Rimini (February 2016 – January 2018)

Managed phone calls, emails and booking from costumers. Greeted guests and responded to guest inquiries, requests, and issues in a timely, personable, and efficient manner to resolve guest concerns. Informed customers about payment methods and verified credit card data. Liaised with housekeeping staff to ensure all rooms were clean and ready to accommodate new guest arrivals. Provided information about hotel, restaurant, nearby attractions, available rooms, rates, and amenities.

EDUCATION:

- Master in Specialized Translation (Technical, Tourism, Web) – SSIT Pescara
- Bachelor's Degree in Business Administration – University of Bologna

LANGUAGES:

Italian: Native

English and Spanish: Advanced Working Proficiency

French: Intermediate Working Proficiency

KEY SKILLS:

- Excellent Verbal, Non-Verbal, and Written Communication
- Time management
- Great social and interpersonal communication skills
- Excellent administration and management skills, including strategic planning, leadership techniques, resource allocation, and coordinating staff.
- Creative Writing Skills
- Copywriting & Copyediting
- Experience working with CAT tools (SDL Trados) and Subtitle Edit Software
- Knowledge of different Operating Systems (Windows, macOS, iOS, Android)
- Proficient in Microsoft Office apps (Word, Excel, PowerPoint, Outlook)

PASSIONS:

Reading, Writing, Travelling.