



# Curriculum Vitae

## Elisa Pattaro




**Surname:** Pattaro | **First Name:** Elisa  
**Sex:** Female | **Date of birth:** 30/09/1993 | **Nationality:** Italian

 Via Zanella 1, Vigodarzere, 35010, PD (Italy)

 +39 334 17 355 09

 elisapattaro1@gmail.com

 LinkedIn profile: [linkedin.com/in/elisa-pattaro-freelance](https://www.linkedin.com/in/elisa-pattaro-freelance)

 Skype contact: Elisa Pattaro111

### RESEARCHED POSITION

I am a young Translator with a long experience in foreign languages and translation studies, with a Bachelor's degree in Linguistic and Cultural Mediation and a Master's degree in Sectorial Translation (technical translation, for tourism, for the web). I am looking for new opportunities for my career as a translator in these fields or other interesting positions.

### WORK EXPERIENCE

*June 2018 – September 2018*

#### **Coordinator of Summer Camp**

*Fenice Green Energy Park, Padua - [www.fondazionefenice.it](http://www.fondazionefenice.it)*

I worked as a coordinator of the Summer Camp edition 2018. My role required me to provide information, build relations with clients, handle applications, documents and payments.

*March 2017 – still working*

#### **Guide and Tutor**

*Fenice Green Energy Park, Padua – [www.fondazionefenice.it](http://www.fondazionefenice.it)*

- Guide in the field of green energies: my role is to perform lessons and labs in Italian and/or English
- 24h Tutor for groups staying at the park's hostel for two or more days. My role is to mediate between the park and the school and handle documents, plan timetables and solve any problem or need.

#### **Translator and Substitute Teacher**

*Fenice Green Energy Park, Padua - [www.fondazionefenice.it](http://www.fondazionefenice.it)*

- I occasionally translate documents and presentations from Italian into English.
- I am occasionally a substitute teacher for the "Greenglish course" held for 7-to-10-year-old children at the Primary School of Altichiero (Padua).

*September 2013 – January 2018*

#### **Inventory operator**

*RGIS Retail Grocery Inventory Specialist, Padua and Northern Italy, Austria – [www.rgis.com](http://www.rgis.com)*

I counted the products on sale with specific devices in different types of stores. This is both an individual and team type of job where high accuracy and speed were required.

December 2016 – January 2017

**Shop assistant***Pasqualetti Home Décor, Padua - [www.nuvoledistoffa.it](http://www.nuvoledistoffa.it)*

I worked as a shop assistant at the company stall at the Christmas Fair of Padua.

August 2013

**Face-to-face Fundraiser***Dialogo Diretto s.r.l., Northern and Central Italy – [www.dialogodiretto.it](http://www.dialogodiretto.it)*

I worked as a fundraiser for the Unicef-Italia summer campaign in several cities throughout Italy.

**EDUCATION AND TRAINING**

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January 2018 – August 2018

**Diploma in Master in Sectorial Translation – ENG>ITA and ITA>ENG***S.S.I.T. Scuola Superiore Interpreti e Traduttori – Pescara (Italy)*

- **Technical Translation:** user manuals, technical texts, certifications, patents, warranties, etc.
- **Translation for Tourism:** brochures, promotional texts for hotel/resorts, touristic books, etc.
- **Translation for the Web:** keywords, titles, subtitles, e-commerce texts, luxury industry, gastronomic industry, etc.

March 2018

**Basic Course of SDL Trados Studio Professional***S.S.I.T. Scuola Superiore Interpreti e Traduttori – Pescara (Italy)*

Basic course on Trados' main features, projects and translation memories.

September 2016

**Bachelor's Degree - Linguistic and Cultural Mediation***University of Padua (Italy)*Languages: **English, German**Thesis: "*Frankfurt am Main as a Multicultural City*" (English and German)

Active and passive translation of brochures, company presentations, journal articles, technical texts. Business English, Business Management, Marketing, Sociology, Italian-, English- and German Literature.

September 2014 – February 2015

**Erasmus Plus***Johann Wolfgang Goethe Universität, Frankfurt am Main (Germany)*

Advanced German grammar, Academic writing, Translation DE&gt;ITA, Sociology, English Linguistics.

July 2012

**Diploma in Foreign Languages***Institute of Higher Education "P. Scalcerle", Padua (Italy)*Languages: **English, French, Spanish**

2011

**Cambridge English Level – B2***University of Cambridge and ESOL Examinations – EF Education*

2011

**Cultural Exchange***Institute of Higher Education "P. Scalcerle" of Padua - Lycée Notre Dame du Mur of Morlaix (France).***PERSONAL SKILLS**

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Mother tongue

**ITALIAN**

Self-certified levels based on my experience with the mentioned languages.					
Other languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>SPANISH</b>	B1	B1	B1	B1	B1
<b>GERMAN</b>	A2	A2	A2	A2	A2
<b>FRENCH</b>	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient User according to the Common European Framework of Reference for Languages.

### Communication skills

- Good relational skills with different types of people and clients that I developed working as a coordinator, guide, shop assistant and face-to-face fundraiser.
- I can speak fluently in front of a group of people both in Italian and English. I acquired this skill while working as a guide and substitute teacher.

### Organisational and managerial skills

- Good organisational skills that I developed during my work experiences that have always required a high level of flexibility to different situations.
- Good leadership skills I learnt as a coordinator of summer camp.

### Computer skills

- Microsoft Office: Word, Excel, PowerPoint;
- Google Tools: Gmail, Drive, Docs, Sheets, Calendar, Modules, Classroom;
- Discrete command of WordPress and all the main social networks;
- Basic knowledge of Trados SDL for assisted translation (CAT Tools).

### OTHER ACTIVITIES

- I worked as a promoter at the company stall at the Trade Fair of Padua in 2017 and 2018.
- I volunteered for *ESN Erasmus Student Network* in 2015 and 2016, a non-profit organisation supporting international students throughout their Erasmus period abroad.
- I have a great interest in multiculturalism and I often plan trips or travels on my own, especially abroad, activity that requires a high level of organization.

*In compliance with the GDPR and Italian Legislative Decree no. 196 dated 30/06/2003, I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I confirm to be informed of my rights in accordance to art. 7 of the above-mentioned Decree*