

The Power of Words!!!

PERSONAL INFORMATION



Cv of Maria Teresa Sammarco


Translator, Proofreader, Marketing, Business, Hotel & Tourism, Food & Beverage, Legal, Pharma, General Medicine & Healthcare, Culture & Art

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Target Language: Italian, (native speaker)

Source Languages: English, German, Romanian, (occasionally Latin and old Greek)

5 years' experience Full time Professional Translator, Certified Pro Network 

Daily Volume: 2000/2500 words

Certified Proz Member, Certified TM-Town Member, Member at Translators' Café

Since 2014- at present

WORK EXPERIENCE 2014– Present

Fields of Expertise

- **Legal:** Contracts, Terms and Conditions of Use, Private Policies, Strategies and Actions, General Conduct & Limited License, Compliance with Applicable Laws, FAQs, Customer Care
- **Marketing & Business:** Strategic Pricing Programs, Indemnity, Termination and Survival, Miscellaneous, Group Strategies, Video scripts, Managing Director Letters, Websites E-Commerce, Speeches, Financial Information, Company Overviews, Strategic Sourcing, Workplace Safety
- **Pharmaceutical Industry:** Composition and Instructions, Beauty Labels, Cosmetic
- **Medicine:** Medical Training Documents, Medical Meeting Documentations, Clinical Trials, Medical Questionnaire, Patient Information Sheet, Medical Treatments, Patient Questionnaire, FAQs.
I have been cooperating with the platform of ULTRASPECIALISTI.COM giving my contribution for translations related to patient sheets and information, pharma and clinical essays and legal aspects.
- **Tourism & Culture:** Museum Guides, Speeches, Book's Introductions, Museum Descriptions, Brochures, Catalogs, Flyers, Restaurant Menus, Newsletters, Travel Guides, Advertising, Information, Hotel Websites, Digital Media, Hotel Bundles, Marketing, Publicity, Analysis and Study of Client Satisfaction Business & Hospitality, Marketing and Tourism, Tourist Legislation, Promotion, Booking and Cancellation Procedures and Policies , Itineraries, Museum and Tour Guides, Hotel Software, City Maps and Places of Interest
- **Food & Beverage:** Alcoholic beverage labeling, Menus and Recipes, Food inspection laws, Ingredients lists, Food preparation instructions, Measurements and Symbols, Information requirements for food packaging, Catering websites, Food websites, Food processors, Nutritional Information, Organic designation, Food handling and safety codes, Food storage, Shipping labels, Food advertising, Label registration

Previous working experience and Education

06/2014–09/2015

HOTEL / RESTAURANT MANAGER

Vitha Hotels Srl- Hotel Cangrande****
Vicolo Ghiaia, 7, 37122 Soave (Italy)
www.vithahotels.it

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping.

Business or sector Tourism and Hospitality

05/2012–06/2014

HOTEL / RESTAURANT MANAGER

Italica Hotels- Sporthotel Teresa****
Stradone Porta Palio, 84 - Verona, 37122- Verona Badia (Italia)
www.italicahotel.com

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping.

Business or sector Tourism and Hospitality

01/2011–05/2012

HOTEL / RESTAURANT MANAGER

Italica Hotels Srl - Hotel Koflerhof ***S
Stradone Porta Palio, 84 - Verona, 37122 Rasun Anterselva (Italia)
www.italicahotel.com

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping.

Business or sector Tourism and Hospitality

10/2010–01/2011

HOTEL / RESTAURANT MANAGER

Orovacanze Srl
Via della Crocerossa, 8, 35129- Padova Folgarida (Italia)
www.valtur.it

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations and housekeeping.

Business or sector Tourism and Hospitality



04/2010–10/2010

HOTEL / RESTAURANT MANAGER

Orovacanze srl
Via della Crocerossa, 8 Padova, 35129 Hotel S. Paolo Loiri Porto S. Paolo, Sardegna (Italy)
www.valtur.it

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping.

Business or sector Tourism and Hospitality

10/2009–04/2010

HOTEL / RESTAURANT MANAGER

Orovacanze Srl- Hotel Residence Marilleva 1400
Via della Crocerossa, 8, 35129- Padova Dimaro- Trento (Italy)
www.valtur.it

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping.

04/2009–10/2009

HOTEL MANAGER

Kronenhotel Srl, Seefeld in Tyrol (Austria)

Day-to-day management of the hotel and its staff.

Commercial accountability for budgeting and financial management, planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping.

12/2004–11/2009

FRONT OFFICE MANAGER

Hotel Tyrol & Alpenhof****- Orovacanze Srl
Via della Crocerossa, 8, 30129 Seefeld in Tyrol (Austria)
www.valtur.it

- Managing and training the Front Office staff.
- Ensuring the front desk provides a professional and friendly service for guests.
- Dealing with guests.
- Arranging staff scheduling.
- Acting as liaison between General Manager and staff.

Business or sector Tourism and Hospitality

05/2003–11/2003

Receptionist

Hotel Poiano, Garda- Trento (Italia)

Welcome visitors by **greeting** them, in person or on the telephone; **answering** or referring inquiries. Directs visitors by maintaining employee and department directories; **giving** instructions. Maintain security by following procedures; monitoring logbook; **issuing** visitor badges.

07/2002–11/2002

CRUISES EXCURSION MANAGER

MSC CROCIERE Promotion, Planification, Organization and Sell Activity for off-shore Excursions (Itineraries' descriptions, Archeological sites' descriptions, Museums' descriptions)

11/2002–05/2004



Italian Language Assistant, Italian trainer, Italian as Foreign Language – Wales- UK
Haberdasher Monmouth School for Girls, Monmouth- CARDIFF (WALES)



05/2000–11/2000

Tourist Guide (shore excursions)

Costa Crociere, (individual and groups tour guide in Puglia in the major points of interest (Matera- Alberobello, Old Town of Bari, Castellana grottoes, Trani Italy)

10/1998–07/2000

Private language lessons for adults, children and firms, ENGLISH, GERMAN

EDUCATION

AND TRAINING

MASTER Degree in Foreign Modern Languages, (German, English, Italian)

Università degli Studi- Facoltà di Lingue e Letterature Straniere, Bari (Italia)

10/1997–07/2002

Main Subjects: Italian, English, German **Literature and Language**

Geography, Philology, Semiotic and Socio Linguistic, Test Analysis, Translation, Marketing, Business, History, Geography, Modern Art

10/2000–06/2001

Erasmus Exchange Program

Universität of Jena, Jena (Germany)

09/1992–07/1996

High Grammar School

Liceo Classico Q. Orazio Flacco, Bari (Italia)

Classical studies (Latin, Ancient Greek, Italian, Literature, Grammar, Mathematics, Physics, Chemistry, Modern English, Art, Painting, History, Geography)

09/1999–06/2000

Vocational Training Certificate as Tourist Guide

Ente per la Formazione Alos Ispa, Bari (Italia), main subjects: Touristic Tecnique, Marketing, Paths descriptions, rural descriptions, Art, History and geography

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English: C2	C2	C2	C2	C2
German: C2	C2	C2	C2	C2
Romanian: C2	C2	C2	B2	B2

TOOLS: TRADOS 2017 – WORDFAST- MATECAT- SMARTCAT

Operating systems and standard desktop applications: MS Word, OpenOffice, Ms Excel, MS PowerPoint

Attended Training Lessons	<u>SDL Trados Studio 2017 Getting Started Part 1 – Translating</u>
	<u>SDL Trados Studio 2017 Getting Started Part 2 – Working with the Supply Chain and Pre-production</u>
	<u>T06-Terminology for Medicine & HC-Level 1</u>
	<u>T11-Terminology for Medicine & HC, Level 2</u>
	<u>Translation for environmental organizations</u>
	<u>Letteratura in traduzione: La strategia traduttiva di un romanzo</u>
	<u>Letteratura e strategie per tradurre poesia</u>
	<u>Translating for food industry: General overview</u>
	<u>SEO e traduzione nel settore turistico</u>
	<u>La traduzione nel settore turistico</u>
	<u>Tradurre i culturemi in ambito turistico</u>
	<u>Tradurre l'arte culinaria: i menù</u>
	<u>101 - Legal Terminology: Patent Terminology</u>

Certifications C2 LEVEL ENGLISH PROFICIENCY CERTIFICATE

Memberships Proz.com <http://www.proz.com/translator/2449634>
Translators café <https://www.translatorscafe.com/cafe/member345232.htm>
Tm-Town, profile <https://www.tm-town.com/translators/mariateresa77>

Sample Translations and References on request also available at my proz profile <https://www.proz.com/translator/2449634>

References

Translating is a Matter of Heart/Art

Looking Forward to Hearing from you! I'm looking forward to helping you writing, translating and exchanging your ideas!!



Maria Teresa Sammarco
Vicsammarco Srl
www.vicsammarco.com

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.