

EUROPEAN FORMAT
FOR CURRICULUM
VITAE



PERSONAL INFORMATION

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Secondary e-mail caputodany@gmail.com
Nationality Italian
Date of birth 17 July 1981
Professional Register Member of Camera di Commercio di Napoli, Register n. XXII Attività Varie
210 Interpreter and translator – Card number 2424

EDUCATION

- Dates September 1999 - September 2004
- Institute University Suor Orsola Benincasa - Napoli, Faculty of Literature, degree in Languages and Literature
- Main subjects Thesis in English children's literature (Victorian era) "Il Vittoriano Dimenticato: George MacDonald e i suoi lavori per l'infanzia"
- Resulting qualification Degree
- Score 107/110

- Dates December 2004
- Institute Associazione Italiana per l'Informatica e il Calcolo Automatico
- Main subjects Computer usage, File administration, Text processing, Spreadsheet, Database, Presentation, Data Processing - Internet
- Resulting qualification European Computer Licence

- Dates September 1993 - June 1999
- Institute Linguistic high school "Matilde Serao"
18, via Carducci
80038 Pomigliano d'Arco - Napoli
- Resulting qualification Diploma
- Score 100/100

- Dates June 1997
- Institute Trinity College London
- Main subjects Speaking, Listening, Writing, Reading
- Resulting qualification English Course
- Score L4 Passed with Merit

WORK EXPERIENCE

- Dates 2001 - 2013
 - Name of employer Lina Guadagni
 - Type of company Amnesty International Group 271
 - Type of work undertaken Translations
- Dates 30 March - 27 April 2006
 - Name of employer Joe Frisina
 - Type of company Band
 - Type of work undertaken Design & creation of "Ride a Wave" by Too Big Power. Translation of press kits for Italian press.
- Dates March 2006
 - Name of employer Alexander Rehm
 - Type of company 86Degrees
 - Type of work undertaken Videogame translations
- Dates 18 April - 30 April 2006
 - Name of employer Lunariae
 - Type of company Mode
 - Type of work undertaken Photo editing and manipulation of photos with the performer Angellore for the clothing line by stylist Lunariae.
- Dates 11 May - 14 May 2006
 - Name of employer CSI – International Equestrian Contest
 - Type of company Sport – Entertainment
 - Type of work undertaken Photography – Interpreter activity
- Dates 15 May - 23 May 2006
 - Name of employer Noriko
 - Type of company Model
 - Type of work undertaken Photo editing and photomanipulations. Translations for Italian mode agencies.
- Dates June 2006
 - Name of employer Contribuenti.it
 - Type of company Non-profit organization

- Type of work undertaken Design, photography, translations
 - Dates June 2006 – September 2006
 - Name of employer Skup – Centro Direzionale, Napoli
 - Type of company Magazine
 - Type of work undertaken Designer, translator
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- Dates July 2006
 - Name of employer Lo (Location: Borghetto –VR)
 - Type of company Model
 - Type of work undertaken Photographic session for professional book.
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- Dates August 2006
 - Name of employer Raissa Biscotti (Fetisha)
 - Type of company Jewellery designer
 - Type of work undertaken Photo editing and photomanipulations to show her works. Marketing translations.
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- Dates August 2006
 - Name and employer Loredana Conte (Location: Torre Gaia – Dugenta – BN)
 - Type of company Model
 - Type of work undertaken Fashion and glamour photos. Translations for international mode agencies.
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- Dates December 2006
 - Name of employer Macro Edizioni
 - Type of company Editor
 - Type of work undertaken Translation of book “Developing spiritual intelligence” (English/Italian)
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- Dates December 2006 – January 2007
 - Name of employer Juliette – Misty Couture
 - Type of company Stylist
 - Type of work undertaken Photo session at “Syrius Disco Club” (BN) with model Juliette to launch the clothing line “Misty Couture”.
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- Dates February 2007
 - Name of employer Deluan
 - Type of company Real Estate Company
 - Type of work undertaken Website/real estate/legal translations on Canary Islands. Proofreading.
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- Dates February 2007 – June 2008
 - Name of employer Cosvitec
 - Type of company Formation, research, development company

- Type of work undertaken Translations; Public Relations with non-Italian speakers; Management of International projects; Organization of Meetings (transnational and Italian); Responsible for public relations; Monitoring activity; Researches. Proofreading.
 - Dates February 2007 – October 2009
 - Name of employer OTACL – Ordine professionale dei tecnologi alimentari di Campania e Lazio
 - Type of company Professional Guild
 - Type of work undertaken Employee activity; Public Relations; Office management; Coordinator for seminars and brief courses; Tutor for seminars and courses; Organization of meetings and business dinners.
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- Dates April 2007
 - Name of employer MATER
 - Type of company Vocational training and development
 - Type of work undertaken Conference interpreter and translator for the transnational meeting "TRADE" in Poland.
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- Dates May 2007
 - Name of employer MATER
 - Type of company Vocational training and development
 - Type of work undertaken Organization of the Transnational Seminary "Associazionismo e Filiere Agroalimentari dei Prodotti Tipici: stato dell'arte" – Municipal Hall in Castel Volturno, 24/05/2007 from 7:00PM to 10:00PM and responsible for the Greek delegation working at the Transnational Project "Disintensiva". Proofreading.
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- Dates May 2007
 - Name of employer Delos Magazine
 - Type of company Sci-fi magazine
 - Type of work undertaken Translation of interview to Peter Jurasik (Lando Mollari in tv series "Babylon 5"). Published on "Delos 101"
-
- Dates September 2007
 - Name of employer Delos Magazine
 - Type of company Sci-fi magazine
 - Type of work undertaken Translation of interview to Vernor Vinge, sci-fi writer and winner of the literary prize "Hugo" 2007. Published on "Delos 102"
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- Dates 10-11-12 October 2007
 - Name of employer MATER
 - Type of company Vocational training and development
 - Type of work undertaken Organization transnational meeting "TRADE" for Equal Project Action 2 (EU). Responsible for Slovakian and Polish delegations. Simultaneous translation for the meeting.

- Dates 14-19 December 2007
 - Name of employer Mater
 - Type of company Vocational training and development
 - Type of work undertaken Organization of the transnational meeting "TRADE" for Equal Project Action 2 (EU). Interpreter for Italian delegation in Austria and Slovakia. Interpreter for transnational conference with Slovakian authorities. Organization of exchange of beneficiaries and experts between the Partners.
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- Dates January 2008
 - Name of employer Delos Magazine
 - Type of company Sci-fi magazine
 - Type of work undertaken Translation of interview to Robert Reed, sci-fi writer and winner of the literary prize "Hugo" 2007. Published on "Delos 104"
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- Dates February 2008
 - Name of employer ILanguage
 - Type of company Translation agency
 - Type of work undertaken Translation of European survey on copiers/printers used in offices.
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- Dates February 2008
 - Name of employer MediaMate
 - Type of company Translation agency
 - Type of work undertaken Marketing - Software.
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- Dates April - May 2008
 - Name of employer Multimedia Languages & Marketing
 - Type of company Translation agency
 - Type of work undertaken Brochures editing and proofreading; translation of a tourism book on Kronberg.
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- Dates April - May 2008
 - Name of employer ACTC Translations
 - Type of company Translation agency
 - Type of work undertaken Translation of a research on cold and hot drinks to be launched on the Italian market; Translation of birth and marriage certificates.
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- Dates May 2008
 - Name of employer Business Linguistics
 - Type of company Translation agency
 - Type of work undertaken Translation of divorce documents.
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- Dates June 2008
 - Name of employer TCI Translations
 - Type of company Translation agency
 - Type of work undertaken Translation of press articles from company Reed Elsevier.

- Dates September 2007 - June 2008
 - Name of employer Studio Legale Associato Guadagni
 - Type of company Legal company
 - Type of work undertaken Legal translations for several projects. Total amount: 400 pages.
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- Dates June 2008 - Today
 - Name of employer Mertes Translations
 - Type of company Translation agency
 - Type of work undertaken Client investment profile and tax mandates for Swiss bank HSBC Gyerzeller; Report content for Swiss and foreign bank customers; Technical manual for Sanofi Aventis; Translation of internal survey for Martin; Translation of a marketing letter for a boot camp.
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- Dates July - August 2008
 - Name of employer Accent Translations Inc.
 - Type of company Translation agency
 - Type of work undertaken Website translation for McDonalds Europe to launch "Kung-fu Panda"; Travel brochures; Marketing and tourism translations.
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- Dates August 2008
 - Name of employer Dialogue Language Services
 - Type of company Translation agency
 - Type of work undertaken Marketing translation. Plastics and resins.
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- Dates September 2008
 - Name of employer Philadelphia International Medicine
 - Type of company Hospital – Research Centre
 - Type of work undertaken Translation of medical papers (Oncology, brain scans.) +10.000 words.
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- Dates September 2008
 - Name of employer Alfredo Guida Editore srl
 - Type of company Italian editor - Library
 - Type of work undertaken Editorial translation. Book: "Itinerari al femminile, verso il mito e la storia di Napoli" – 41 standard pages, for Rotari club and Inner Wheel International club (Tourism, history).
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- Dates December 2008
 - Name of employer Sharma
 - Type of company Translation company
 - Type of work undertaken Online casino, games, poker.
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- Dates April 2009 - Today
 - Name of employer Shannon Jiménez Translation
 - Type of company Translation company
 - Type of work undertaken Editing and localization of FriendFeed; Editing and localization for Yelp website, apps for Android and iPhone (+ 50.000 words); Editing and localization for Quip.

- Dates June 2009
 - Name of employer Akorbi
 - Type of company Translation company
 - Type of work undertaken Translation of a certificate of incorporation (Oil Company)
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- Dates August 2009 – November 2011
 - Name of employer Cosmic Global
 - Type of company Translation company
 - Type of work undertaken Technical translation. Oil, lube, data sheets, compressors, etc.; Telecommunication manual (30.000 words); EU tender documents; Website translation and localization for RM Lightbox;
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- Dates November 2009
 - Name of employer Supra Translations
 - Type of company Translation company
 - Type of work undertaken Business letters (banking, business, legal).
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- Dates December 2009 - Today
 - Name of employer Euro Com
 - Type of company Translation company
 - Type of work undertaken 37.500 words – Educational courses for managers; Translation and Editing of IBM programs and materials (100.000+ words).
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- Dates May 2010
 - Name of employer Markmal Translations
 - Type of company Translation company
 - Type of work undertaken 12.000 words – Revision of tourist information
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- Dates February 2011
 - Name of employer EdiMart
 - Type of company Translation company
 - Type of work undertaken Proofreading of marketing material about equestrian sports.
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- Dates February 2011 - Today
 - Name of employer Wilkens
 - Type of company Translation company
 - Type of work undertaken Marketing translations for Desso carpets; Fraud Policy translation; Translation of phone interviews; Translation of clothing and cosmetics for Rituals; Translation and localization for Puma Underwear; Website and brochures for Bols and Bols Galliano; Marketing translation for the movie "Snow White and the Huntsman"; Fraud policy translation; Copywriting and translation for Adidas; Phone interviews translation; Localization of website and brochures for Rocco Forte Hotels; Translations and localizations for Garcia Jeans Fashion Show; Catalogue for art and bricolage materials; Translation and proofreading of marketing materials for Head; Proofreading of Proof leaflet for @Tortona Design Week Milano; Marketing leaflet for athletes insurances;

- Dates March 2011 - Today
 - Name of employer B.T.S. Rotterdam
 - Type of company Translation company
 - Type of work undertaken Translation of a Code of Conduct; Legal translations for Samsung; Translation of Birth Certificates; Editing and localization of a manual for RU outsourcing; Proofreading of a leaflet for Heinen & Hopfman.
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- Dates April 2011
 - Name of employer CTS
 - Type of company Translation company
 - Type of work undertaken Translation of 50th International Eucharistic Congress 2011 materials.
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- Dates April 2011 - Today
 - Name of employer iPhone Localizer
 - Type of company Translation company
 - Type of work undertaken Translation, editing and localization of Pro Camera, ProCamera 7, TransFire, Tilt World, Barcode.
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- Dates July 2011 – June 2012
 - Name of employer Global Translate
 - Type of company Translation company
 - Type of work undertaken Translations for Worldhotels, Dedon.
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- Dates November 2011
 - Name of employer Pilgrim Translations
 - Type of company Translation company
 - Type of work undertaken Professional website translation.
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- Dates January 2012
 - Name of employer Intertranslations
 - Type of company Translation company
 - Type of work undertaken Translation of marketing text for a emBIO Medical Center.
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- Dates January 2012
 - Name of employer Word Perfect Translations
 - Type of company Translation company
 - Type of work undertaken Translation for the Migraine Association of Ireland.
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- Dates June 2012 – December 2013
 - Name of employer Lingo 24
 - Type of company Translation company
 - Type of work undertaken Translation and localization for Pinnacle Sports (website, marketing documents, e-mails, apps).
-
- Dates August 2012 - Today
 - Name of employer L&L Linguaco
 - Type of company Translation company
 - Type of work undertaken Translation of ISS newsletters.

- Dates April – February 2014
- Name of employer Translation Doctor
- Type of company Translation company
- Type of work undertaken Proofreading for Top Gear Magazine; Quality Check on the One Direction official Website; Quality Check on the Queen/Freddie Mercury/Bryan May/Queen The Musical official Websites; Proofreading for Nissan products.

LANGUAGE SKILLS

MOTHERTONGUE Italian

OTHER LANGUAGES (READING, WRITING & SPEAKING)

English Excellent
Spanish Excellent

INTERPERSONAL ABILITIES

Excellent team worker who is also able to work alone. Sociable and with good interpersonal communication.

ORGANIZATIONAL ABILITIES

- Good listening and creativity skills
- Management skills on team projects
- Coordination and administration of people in voluntary services
- Very good at working under pressure
- Excellent skills at working with tight deadlines

TECHNICAL PROFICIENCY

- Microsoft Windows (98 – XP – Vista – 7)
- Microsoft Office (Word, Excel, PowerPoint, Access, Publisher)
- Microsoft Frontpage
- Adobe Photoshop 7 – CS – CS2 – CS3
- Corel
- Trados 7
- SDL Trados Studio 2014

ARTISTIC PROFICIENCY

- Photography
- Digital art
- Creative writing

PUBLICATIONS

- "Heartworks" – Ian Fields Richards
- Flash Magazine
- Snap Magazine
- Black Heart Magazine
- Redefine Magazine
- Delos Magazine
- Horror Magazine
- "Con gli occhi da fuori" book supervised by Carmine Treanni. Cagliostro Editore. (November 2007). Presented at Lucca Comicon
- Personal art column "Deliri d'Autore" on Horror Magazine
- "Fantascienza", an Italian mag, published one of my sci-fi stories (July 2009)

OTHER SKILLS

Hobbies:

- Reading
- Travelling
- Taking photographs
- Writing
- Movies
- Music

DRIVING LICENCE

Yes