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Patricia Aptowitz

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| Summary of qualifications | * American citizen with Italian residency and over 30 years working experience in Italy. Microsoft Certified Professional. Complete bicultural and bilingual proficiency and strong background in high-tech translations (IT, manuals, telecommunications, localizations, Sports industry, marketing), team coordination, project and event management, localization. |
| Education | 1987 American College of Switzerland Leysin, CH  Bachelor of Arts in European Languages   * Cum Laude * FAO Scholarship * Alpha Tau Mu Honor Society   1987 American College of Switzerland Leysin, CH  Bachelor of Science in European Economics   * Alpha Tau Mu Honor Society   1982 Kingswood School Cranbrook Bloomfield Hills, MI, USA  High School Diploma |
| Professional experience | 1997 - present **Confianza** scrl Reggio Emilia, Italy  Project manager/translator/interpreter/teacher   * Duties include project management, scheduling, translating, editing, proofing, interpreting, software/marketing localization, research. End customers include Acer, Seimens, TIM, Candy, Pirelli, Netplan, Aetna Group, ENI, IBM, Meridiana Maintenance, AAMS, Bank of San Marino Group, Banca Carige. * Lingua Point English teacher for private citizens, corporate groups and children. * Publications “Living and working in Italy" Survival books ltd.   1991 - 1997 **Nike** Italy Srl Reggio Emilia, Italy  GM secretary  Executive assistant to NIKE Italy GM. Duties included:   * General secretarial work, personal GM translator and interpreter (GM did not speak Italian), diary, budget and expense management, travel and event management.   Sales/Marketing Coordinator  Team management for Sales force (total 55 people) and Marketing department (total 20 people). Duties included:   * Assistant to department manager, team, coordination, logistics, work tool management and training coordination * Travel and accommodations management for both departments * Full sales and marketing meeting and event organization covering all project phases from brief, sourcing and selection of suppliers/venues, legal requirements, multiple timeline management, all program collateral, staffing to tracking all budgets/invoicing * Internal sales and marketing documentation production, translation and management (budgets, forecasts, statistics, internal procedures, event/meeting presentations, reports, etc.) * 2rd level customer service escalation, liaison between CS and Sales/Marketing department   Nike Green Team  In-house volunteer organization promoting environmentally friendly production, office management and awareness both within the company and the local community. |
| Languages | English mother tongue  Fluent Italian  Advanced French |
| Hardware/Software | Intel core 2 Duo, 2.20 GHz, 2.96 GB RAM. modem ADSL, OS system WinXP. Software applications: Office 2007, SDL Trados 2007, SDL Trados studio 2011, Memsource, Transit, Quark Express, Visio. |
| Volunteer work | Portofranco – English tutor |

*Autorizzo il trattamento dei miei dati personali ai sensi del regolamento UE 679/16.*

*Dichiaro sotto la mia responsabilità che, quanto riportato nel mio CV corrisponde al vero ai sensi e per gli effetti degli articoli 46 e 47 del Decreto del Presidente della Repubblica 28 dicembre 2000, n. 445 (Testo unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa), consapevole della responsabilità penale per il rilascio di dichiarazioni mendaci prevista dall’articolo 76 del predetto D.P.*