



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **Costanza Bonelli**  
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Nationality **Italian**  
Date of birth **May 9th, 1984**  
Gender **Female**

Desired employment / Occupational field **Freelance translator  
Wedding and Event Planner**

### Work experience

Dates **February 2016 – Current:**

Owner of Magical Vows, wedding and event planning agency, with translation and interpretation services for civil weddings for foreign people and the writing and celebration of symbolic ceremonies in Italian, English and Spanish.

**November 2011 - current:**

Owner of a Passion for Translation, by Magical Vows, translator and interpreter from English to Italian and from Spanish to Italian. Main fields: technical, legal, medical and tourism.

**June 2011 - November 2011**

Customer service for a jewellery packaging and exposition company, dealing with both foreign and local customers.

I managed relationships with Italian and foreign customers (mainly USA, Canada, Spain), helping them choose the right products for their needs, helping them with choice of colours and materials, and issuing the orders for them.

**June 2010 – June 2011**

Freelance Translator. From English to Italian and from Spanish to Italian.

**May 2008 - June 2010**

Occupation or position held Trainee 3rd level secretary in a freight and logistics company.

Main activities and responsibilities I managed relationships with both Italian and foreign customers (principally England, France and Belgium); I managed the truck loading and delivery schedule, rest-time logistics and helped the accounting office in issuing invoices and collections. I kept the IT system in order and up-to-date, setting up computers (both hardware and software) and troubleshooting issues with LAN, Wi-Fi, e-mail addresses and so on.

Name and address of employer

Peruzzi Srl, loc Castelnuovo 56, 52010 Subbiano (AR) Italy

Freight forwarding company

**April 2008 - May 2008**

Assistant in a travel agency

Booked travel plans and holidays, issued invoices, e-mail and telephone correspondence with Italian and foreign providers.

Mondanità Viaggi, via Marco Perennio, Arezzo.

Travel agency

**February 2007 - December 2007.**

Internship in a foreign commercial office in a kitchen supply company.

Interpreter, translator, assistant to the customer relations manager; liaison for Italian representatives.

Diesis srl, via Trento e Trieste, 52100, Arezzo Italy

Kitchen producer.

**Translation resume**

**Legal translations:**

- Translation of commercial contracts from Italian to English.
- Translation of commercial contracts from Italian to Spanish.
- Translation of letters and official communications from Italian to English.
- Translation of letters and official communications from Italian to Spanish.
- Translation of BAAF forms for adoption and carers from English to Italian.
- Sworn translation of legal letters of notice from Italian to English for a legal office in Arezzo
- Translation of a summons and denounce to an American court from English to Italian
- Legal translation of multiple birth, death, marriage and divorce certificates, from English to Italian
- Legal translation of last wills and testaments apostilles from English to Italian
- Legal translations of Apostilles from English to Italian
- Proofreading of translated documents from the American Grand Jury
- Proofreading of translated legal documents (contracts, certificates, apostilles) from English to Italian
- Proofreading of translated legal documents (contracts, certificates) from Spanish to Italian
- Translation of court documents from English to Italian
- Translation of certificates from Italian to English
- Translation of apostilles from Italian to English
- Translation of a divorce judgement and relative evidence documents from English to Italian.
- Sworn translation of CVs from Italian to Spanish.
- Sworn translation of criminal records and residence certificates from Italian to English.
- Translation of rent notices (complete with housing act of reference and notes) from English to Italian
- Translation of legal contracts for an IT company from English to Italian
- Translation of commercial proposals from Italian to English and from Italian to Spanish
- Translation of health and safety documents for an Italian pasta manufacturer (from Italian to English)
- Translation and proofreading of contract materials for an IT company.
- Translation and proofreading of commercial contracts for services companies.
- Translation consultation for a legal firm in Italy.
- Multiple sworn translations of foreign certificates for wedding purposes from English to Italian.
- Translation of medical examination for legal purposes from English to Italian.

**Technical Translations:**

- Translation of technical sheets for kitchens from Italian to English and from Italian to Spanish
- Translation of user guides for small household appliances (DVD/Blu-ray readers, TVs, printer cables, CC hard disk recorders, Internet radios, Mp3 readers, USB devices, Smartphones, etc) from English to Italian

- Proofreading of barbecue user guides
- Translation of the user guide of a bus from Spanish to Italian
- Translation of a Polaroid Camera user guide from English to Italian.
- Translation of a Bosch GPS navigator from English to Italian.
- Translation of user guides for tractors (several types) from English to Italian.

#### **Commercial Translations:**

- Translation from Italian to English of the web site of a Tuscan travel agency, with the duty to keep the description up-to-date with the offers.
- Regular communications with foreign customers: English, French and Spanish, by phone and letter.
- Translation of marketing related material (brochures for tech-clothes, tags for covers and so on) from English to Italian
- Translation of survey interviews for coffee makers and motorbike makers from English to Italian.
- Translation of several user's manuals for covers and protective films for iPhone, iPad, iPod Touch from English to Italian
- Translation of company operation manuals from English to Italian.
- Proofreading and translation of fashion and marketing related material (clothes and garments) from Spanish to Italian.
- Proofreading and QA of marketing material for an IT company.
- Transcription of audio files related to automotive (English)
- Translation of several documents regarding interviews in the automotive field (from English to Italian and from Italian to English)
- Transcription of files regarding marketing and company meetings (Italian)
- Translation of tourism-related files from English to Italian.
- Translation of gym-related user's guides (trampolines, weights, and so on) from English to Italian

#### **IT Translations:**

- Proofreading of software strings and user guides for software from English to Italian.
- Translation of e-learning software for CDC machines (Bosch) from English to Italian
- Translation of e-learning software for purchasing office from English to Italian
- Translation of assessment tests for a software company from English to Italian
- Translation of technical descriptions of hardware from English to Italian
- Translation of game descriptions from English to Italian
- Translation of videogames (mainly gambling games) from English to Italian
- Proofreading and translation of texts for a RPG fantasy videogame (from English to Italian)
- Translation of an IT company newsletter, monthly. (From English to Italian)
- Localization of web sites from English to Italian.

#### **Medical and scientific related translations:**

- Translation of user manuals of Hospital-Level Monitors (ECG, SPO2, Blood Pressure and so on) from English to Italian
- Translation of articles regarding the Degenerative Myelopathy in dogs from English to Italian.
- Proofreading of a doctorate dissertation, biologic field in English.
- Translation of the user manual for a pediatric O2 monitor from English to Italian.
- Translation of tags for software for Hospital-Level Monitors (ECG, SPO2, Blood pressure, etc) from English to Italian.
- Translation of several medical issued kit user manuals from English to Italian.
- Translation of a medical Ventilator from English to Italian
- Translation of a project for a bio medical research centre in Sicily (Italy) from English to Italian (the project won).
- Translation of medical documents related to an insurance and legal case from English to Italian.
- Translation of medical documents for a study on Myasthenia Gravis: pamphlets for patients and medical personnel.
- Translation of medical documents for a study on immune thrombocytopenia: pamphlets for patients and medical personnel.

#### **Miscellaneous translations:**

- Translation of references from English to Italian
- Translation of a pamphlet for adolescents from English to Italian
- Translation of CVs from Italian to English.
- Translation of CVs from English to Italian.

#### **Interpreting:**

- Interpreting experience during the visits of foreign customers to the company (interpreter for the head office)
- Interpreter for IT society that makes bar-games (video-poker) at the ATEI fiery (English - Italian, Spanish - Italian)

- Interpreter for Notary readings from Spanish to Italian.
- Interpreter for tourists in Italy (for ceremonies, civil weddings)

## Education and training

- February 2008: B.A. in Languages and Intercultural Communications at Siena University of Studies. Degree Mark: 110/110.

- May 2007 – Exam session DELE (Diploma de Español como Lengua Extranjera). Achieved at Siena University of Studies. Level B2 European Framework.

- December 2005 – Exam session CAE (Certificate of Advanced English). Achieved at Siena University of Studies. Level C1 European Framework.

- June 2004: Exam session FCE (First Certificate of English). Achieved at Siena University of Studies Level B2 European Framework.

Dates - July 2003 – Diplomate at “Liceo Scientifico F. Redi” Arezzo. (Scientific high school)  
 - December 2002: Exam session PET (Preliminary English Test). Taken at English Academy.

Title of qualification awarded B.A. in Modern Languages

Principal subjects/occupational skills covered English and Spanish

Name and type of organisation providing education and training University of Siena

## Personal skills and competences

Mother tongue(s) **Italian**

Other language(s)

Self-assessment

European level (\*)

**English**

**Spanish**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C1	C1	C1
B2	B2	B2	B2	B2

(\*) [Common European Framework of Reference for Languages](#)

Social skills and competences	Good attitude, problem-solving ability, very self-controlled even in difficult situations. Works well with dogs.
Organisational skills and competences	Very good organizational skills; good with travelling, events and scheduling. Works well in groups and has a great adaptability in learning different subjects and sports (riding, volleyball, karate). Flexible schedule.
Computer skills and competences	Excellent ability in working with computers, I know Windows 95, 98, Xp, Vista, 7, 8 and 10. I know how to use the following programs: Office Word, Excel, Power Point, System AS-400 character, Sabre (software for online flight booking), Sigla, Passepartout, Shoes and SDL Trados 2009/2011. Problem solving abilities with software and hardware. I am Internet-savvy.
Artistic skills and competences	I can write about various topics, always correctly and clearly, in Italian, English or Spanish. I write ceremonies in English, Spanish and Italian for Italian and foreign couples that want to marry here in Italy. Fond of music, computers (software and hardware), role playing games and dog-related topics (education and behaviour mainly)
Other skills and competences	I have a tour-leader licence. Fond of reading (fantasy novels and contemporary novels).
Driving licence	Driving Licence for cars (Italian B licence)