

Curriculum Vitae

Personal Information

First name(s) / Surname(s) **Alessandra Malaspina**
Address(es) 260, Viale Gorgia di Leontini, 00124, Rome, Italy
Telephone(s) +39 0664530613
Mobile + 39 3460105451
E-mail amalasp75@hotmail.it; alessandramalaspina75@gmail.com
Nationality Italian
Date of birth 09/04/1975
Proz.com profile <http://www.proz.com/translator/1156888>

Work experience

2007 - present Translator
Translation from English and French into Italian of legal and business documents on behalf of both direct customers and translation agencies.

2005 - 2006 Lawyer
Professional partnership with the Tax and Law Firm Mr Nicola Maria Alifano, lawyer of the Bar Association of Rome, 29, via Nicotera – Rome.
Drafting of judicial acts such as writs of summons, court appearances and defence statements, statements of proceedings, etc.; management of civil and labour law issues including attendance of court hearings.

2002 - 2004 Legal traineeship
Law Firm Mr Luigi Parenti, 114, Via delle Milizie, Rome

2001 Conference hostess
SCITAR, 12, Via Palladio, Milan

Education and training

November 2019 Course attendance certificate “SDL TRADOS Studio Professional”
S.S.I.T. – School for Interpreters and Translators in Pescara, Italy

September - October 2019 Attestation of highly skilled professional in translating legal and commercial documents from English into Italian
S.S.I.T. – School for Interpreters and Translators in Pescara, Italy

April 15, 16, 2016 Training days “Italiano corretto”
STL Formazione of Tursi Sabrina

May 16, 2016 Automatic translation – A practical approach (speaker Bruno Ciola)

March 17, 24, 2015 Online course on legal translation (French into Italian). Wills and succession: a guide for translators
STL Formazione of Tursi Sabrina

March 12, 2015 Training course “SDL Trados Studio 2014”
Alpha Languages

February 11, 12, 2014 Certificate of attendance of the refresher course on the award of public works contracts, public supply contracts and public service contracts in the view of the new provisions introduced by the 2014 Budgetary Stability Law and Regulation (EC) No 1336/2013.

2010 Professional mediator in civil and commercial disputes

Principal subjects	Conflict management, mediation and advanced communication techniques Legal Studies Institute of Region Latium "A.C. Jemolo"
2004	Qualification giving access to employment as a barrister/solicitor Civil and Criminal Law, Civil Procedural Law, Private International Law, Ecclesiastical Law and Code of Conduct. Court of Appeal of Catanzaro
2003	Course attendance and attainment of TOLES Advanced Certificate (Test of Legal English Skills) British Council Institute of Rome
2002	Certificate of attendance - Seminars: English Legal System Civil Chamber of Rome, 54, Viale Giulio Cesare, Rome
July 2001	Certificate of attendance - Specialized course on the Law of the European Union European University Institute Florence (EUI)
June 2001	Law degree Civil and Criminal Law, Civil and Criminal Procedure Law, European Law. Title of graduation thesis: "The Enlargement of the European Union". Reference field: EU Law. Grade 100/110. University of Rome "La Sapienza"
November – December 2000	Bibliographic research aimed at the drafting of my graduation thesis Trinity College Dublin, Ireland
September 1999 – May 2000	Exchange abroad under the Erasmus Programme International Law, EU Law and Comparative Private Law Abo Akademi University, Turku, Finland
1984 – 1989	High School Diploma in Foreign Languages with full marks Italian and Latin, English language and literature, French language and literature and Spanish language and literature. Liceo Linguistico "Giovanni Paolo II", secondary school focusing on Foreign Languages
Personal skills and competences	
Mother tongue(s)	Italian
Other language(s)	English: proficient user French Spoken interaction and production: independent user Writing: proficient user
Technical skills and competence	Excellent knowledge of Windows XP, good knowledge of Office package, browsers and Internet Explorer. Lastly, I may claim to have acquired considerable knowledge of the major English and French legal institutions and mastered legal terminology in terms of accuracy in drafting legal documents.
CAT Tools	SDL Trados 2019
Additional information	
Memberships	Member of the Italian Association of Translators and Interpreters (AITI), card number 214106 Rome Chamber of Commerce Register of Experts and Technical Consultants n. 2133