

Name & Surname Rossella Cascone
Date & birthplace 21/01/1976, Pompeii (Na), Italy
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Languages
Italian: mother tongue
Spanish: high-native level
Catalan: high-native level
English: high level
French: elementary

ACADEMIC AND COMPLEMENTARY STUDIES

- **1995-2004** Degree in "Linguistics and Literature" at "Federico II" University, Naples
- **1997** "Construction of a Didactic Unit", by "Suor Orsola Benincasa University", Naples (10h)
- **1998** "Cognitive Procedures and Composition Techniques", by "Suor Orsola Benincasa University", Naples (10h).
- **1998** "Translation Teaching Methods", by "Suor Orsola Benincasa University", Naples (10h)
- **1999** "Language communication analysis and his social&cultural components", by "Suor Orsola Benincasa University", Naples (10h)
- **1999** "Writing strategies", by "Suor Orsola Benincasa University", Naples (24h)
- **2004** "DreamWeaver MX 2004", by "Pati Llimona" Civic Center; Barcelona (20h)
- **2004-2005** "Administration Technician with Office Software", course supported by "Gremi de Constructors d' Obres" and Catalan Government, Barcelona (134h)
- **2011-2012** Marketing in Social Networks, SEO, SEM and Community management, Aula de Formadores, on-line (40h)

PROFESSIONAL EXPERIENCE

- **1998** **Research and cataloguing of Catalan manuscripts** in the National Library of Naples, for the book "Repertorio di Manoscritti e Stampe Catalane della Biblioteca Nazionale di Napoli" edited by AISC (Italian Association for Catalan Studies).
- **1999** **"Leonardo da Vinci" program conducted and supported by EU** in the "Wax Museum" of Barcelona, performing different tasks: tour guide, informative brochures translator, contacts with Italy, events and travels organization.
- **2000-2003** **Italian culture and language professor, interpreter and translator** for companies, schools and costumers (Institut Europeu d'Idiomes, Progeco s.r.l., Frigicoll, E-Dreams, between more), Barcelona -Naples.
- **2005** **Manager assistant at "VTLS Europe, S.L.":** Customer service, invoicing, contracts and monitoring, office administration tasks, translation of their library management software "Virtua", Barcelona.
- **2005** **Secretary at "Indissoluble":** Customer data base maintenance, customer service, estimates, invoicing, web contents, technical brochures, marketing and advertisement translation, Barcelona.
- **2005-2006** **In-house translator and proof-reader for "Syntax":** SAP implementation documentation, trainings manuals, PP presentations, Activities, E-Books, Barcelona.
- **2006** **Office administration for "Estesa, S.L.":** manuals, newsletters and other company related documentation, translation, customer service, data base management and maintenance, orders introduction and monitoring, shipping monitoring, invoicing, estimates, supplier contacts, product defect reports, Italian market monitoring and analysis, Barcelona.
- **2007** **Commercial administrative secretary for "Tabalsa":** documentation translation, estimates, orders introduction and monitoring, supplier/costumer service, product defect reports, data base management and maintenance, Italian market monitoring and analysis, Barcelona.
- **2008** **Project management assistant in a project for Repsol for "Technip":** documentation control and management, costumer contact and communication, contact and texts translation, editing and DTP, style guides, FTP development, Cornellá de Llobregat.
- **2008** **In-house translator, proof-reader and editor for "Splendia":** web page, newsletters and marketing (B2B, B2C), text translation and proofreading, editing, terminology management. Barcelona.
- **2004-2020** **Freelance translator, editor, copywriter, writer for different projects:** legal texts, Films, documentary films, series, quarterly end balance sheets, advertisements, marketing brochures, articles, official and cultural acts, conferences, web pages and software localization, end user manual, travel guides, literature and poetry projects and festivals.

COMPUTER SKILLS

- **Systems** Windows XP, Linux
- **Software** Office, DreamWeaver MX 2004, Flash 8.0, Freehand 8.0, PageMaker, In Desing, QuarkXpress, Trados, WordFast, OmegaT, StarTransit, Multiterm, Facturaplus, Libra, S.A.P.

OTHER INTERESTING DATA

- **Professional abilities** Dynamic, attention to detail, great sense of responsibility, good capacity working under pressure, active and solving attitude, good organization, good capacity of collaborating work
- **Personal attitude** Enthusiastic, flexible, patient, curiosity for everything new, open mind
- **Hobbies** Cooking, cinema, literature, writing, IT, on-line marketing, social networks, chemistry.