

Ilaria Pomo

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PERSONAL DETAILS

- Birth: April 10th, 1969 in Rome (Italy)
- Nationality: Italian and German
- Marital status: married

EMPLOYMENTS UP TO DATE

- Since Feb. 2010 **Freelancer Translator** and Owner of Pomo Translation (www.ilariapomo.eu)
- Nov 2007-Jan 2010 **Project Assistant and Translator** at Mohles Fachkräfte Dokumentation Translation GmbH. I handle together with my supervisor all the steps of the management of translations from the customer inquiry to the delivery. I make translations and proofreading in my mother tongue (Italian). In addition to this I am responsible for the handling of monthly statistics reports.
- Apr.2007-Okt. 2007 **Clerical Staff** at Qualcomm CDMA. In addition to classical secretary functions I handle the travel organization and travel expenses and the handling of in invoices.
- Nov. 2003-March 2007 Parental leave to take care of two daughters
- Dec. 2002 – Nov. 2003 **Junior Product Manager** at LEXX International Vertriebs GmbH (distributor of sunglasses and reading glasses, nowadays renamed in LEXXOO International GmbH, Nuremberg) responsible for the product lines reading glasses and sports sunglasses, aggregating both product management and marketing related aspects under my responsibility. Main tasks include inventory management and stock planning, order and delivery supervision, good's check and quality assessment, sampling, product's revision and improvement. In addition I assemble data analysis as a support for the determination of the purchase and sale prices.
The daily contact in English with the production locations in China is an extraordinary source of experience.
- Mar. 2002 – Nov. 2002 **Product Manager's Assistant** at LEXX International Vertriebs GmbH. As Product Manager's support person I handle with restricted responsibility a part of the above mentioned tasks.
- Sep. 2001 – Feb. 2002 **Office Manager with delegation of power** at 3B Fitness Systems GmbH (Italian producer of Fitness und Sport equipment, Nuremberg). In addition to the organization of the German branch's office, I also have the responsibility of human resources, travel expenses, controlling, payment transactions and dunning letters. The German branch has three office workers and four agents.
- Nov. 2000 – Aug. 2001 **Sales Assistant** at 3B Fitness Systems GmbH. As first office worker of the unique German branch I am responsible for the whole internal organization of the company formation. In addition to classical secretary functions I handle all the commercial tasks (among other things offers, bargains, handling of in and out invoices, delivery's check, travel expenses). As Italian

- mother tongue I am the ideal and natural interface between the parent company and the German staff members.
- May – Oct. 2000 **Team assistant and translator** at Mohles Fachkräfte Dokumentation Translation GmbH (temporary work company, Nuremberg). As team assistant or translator at several companies in Nuremberg temporary appointed and later from 3B Fitness Systems GmbH absorbed.
- Jan. – Mar. 2000 **Clerical staff** at Rank Fashion (chain store, Nuremberg) responsible for data entry and for the commercial correspondence with the Italian main supplier Marina Rinaldi.
- Dec. 1992 – Nov. 1999 **Team assistant** at Telecom Italia (Rome) in the Human Resources. In addition to classical secretary functions responsible for the daily newspaper review distributed in all Human Resources departments nationwide and the annual personal statistic.
- 1988 – 1992 **Clerical staff** at several branch offices:
- Amnesty International (Rome)
 - Federazione Nazionale della Stampa Italiana (syndicate of Italian journalists, Rome)
 - INA ASSITALIA (assurance, Rome)
 - Diverse lawyer's office (Rome)

EDUCATION

- 1987 University-entrance diploma at the science grammar school „Taletè“ (Rome) with the final examination note of 40/60

LANGUAGES

Italian:	Mother tongue
French:	fluent in written and spoken
German:	fluent in written and spoken
English:	fluent in written and spoken

VOCATIONAL EDUCATION

- “*Wirtschaftsdeutsch*“, commercial German (Goethe Institut – Rome)
degree: examination commercial German international
- „Buchführung Grundkurs I VHS-Zertifikat“, base accounting
(Bildungszentrum Nuremberg)
- „Textformulierung und Schriftverkehr“, text formulation and correspondence
(Bildungszentrum Nuremberg)
- “Berlitz Proficiency Level 6 - English” (Nuremberg)
“Berlitz Proficiency Level 5 - Doing Business in English” (Nuremberg)
- DEL F* (Diplome D'Etude de la Langue Française - Rome)
- Stenography and Typescript Certificate (Istituto E. Meschini – Rome)

COMPUTER KNOWLEDGE

- Microsoft Office Professional applications
- Trados, MemoQ, Xbench