



Curriculum Vitae Europass

Personal information

First name(s) / Surname(s) **Alessandra Ferrante**
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Nationality Italian

Work experience

Dates	January 2012 - today
Occupation and position held	Freelance translator Eng-Ita, Fr/Ita
Main fields	Manuals Medical devices Material Safety Data Sheets Patent Translations in (but not limited to) Applied Mechanics Biotechnology Computer Science Electronic Engineering Mechanical Engineering Pharmaceuticals Users's Guides Samsung Premier Digital Cameras IBM Dell
Dates	21 May 2012 - 30 October 2012
Occupation and position held	Technical translator Eng-Ita, Fr/Ita
Address	Metafrasi s.r.l. 40, Via Cinthia, Parco San Paolo, Naples
Main activities and responsibilities	-translation of sheets from English and French to Italian: product technical data sheet (consumer electronics, medical devices, polymeric materials), medical texts both general and specialist (questionnaires, brochure, information sheets), corporate literature (press release, report, presentations, brochure), certificates, manuals (consumer electronics, machine tools, medical devices); -revision and proofreading of documents in Italian, English and French; -usage of CAT tools as SDL suite Trados 2007 (Translator's Workbench, Tag Editor, Win Align) and Trados 2009; -text conversion from image format to editable format, comprising paging processes and preparation of texts to translation, by OCR software as ABBYY Fine Reader 8.0 and text editors as Microsoft Word 2003, 2007 and 2010.
Dates	September 2011 – December 2011
Occupation and position held	Group assistant

Address	British International School of London. 22 Chiswick High Road, W4 1TE, London.
Main activities and responsibilities	Group Assistant for scholastic groups on study tour in London -Providing all the necessary and relevant documentation prior to the group (student ID, tube maps, welcome placard, contacts, rules and regulations, evaluation forms, English language certificates and travel cards); -Assisting in a professional manner students and teachers alike in any enquires made or aid needed; -Personally welcoming student classes with official programs and escorting groups to and from scheduled events; - Working closely with the <i>Program</i> and <i>Group Coordinator</i> to plan, book and confirm events (cultural excursions, tours, English courses, dinners, etc.).
Type of business or sector	English school and tourist office
Dates	March 2011 – August 2011
Occupation and position held	Shipping clerk
Address	I.M.A.G. S.a.s. Viale Risorgimento 6, 80026 Casoria, NA
Main activities and responsibilities	Management of customers both Italian and foreigners, packaging and record of all pertinent information for each package, working closely with the production office.
Type of business or sector	Production and selling of hand-made leather gloves.
Dates	May 2006 - August 2009
Occupation and position held	Occasional waitress with various pubs
Address	To take orders and waiting on tables
Main activities and responsibilities	Pub, coffee bar, snack bar
Education and training	
Dates	September 2009 – April 2012
Title of qualification awarded	Master degree in comparative studies
Main subjects	- English language - literature, philology and culture of the countries where English language is spoken - Italian literature - linguistics and spoken communication
Name and type of organization providing education and training	University of Naples "l'Orientale"
Mark	First-class honors
Dates	May 2009 - November 2009
Title of qualification awarded	Master in tourist management
Main subjects	Preparation for the qualifying examination to become travel agent. Subjects: - Tourist Marketing(marketing strategies to promote and sell travel packages) -Tourism and travel techniques (management of a travel agency) - Tickets and transportation - Tourism legislation (International agreements and fundamental commercial law) - Tourism geography (Italian and world geography, disease prevention) - Management accounting (general and specific accounting procedures) - English for tourism (business letters, tours, conversation) - Booking systems (GDS, Iata)
Name and type of organization providing education and training	Up level, school of management. 36, Via San Tommaso d'Aquino, 80133, Naples, Italy.
Dates	September 2005 - 6 April 2009

Title of qualification awarded Bachelor's degree in comparative studies
 Main subjects -English and Japanese languages
 -literature, philology and culture of the countries where the above-mentioned languages are spoken
 - general linguistics
 -Italian literature, history

Name and type of organization providing education and training University of Naples "l'Orientale"
 Mark First-class honors

Dates **September 2000 – June 2005**

Title of qualification awarded High school leaving qualification in foreign languages
 Main subjects General subjects: mathematics, philosophy, pedagogy, Latin, Italian;
 Specific subjects: English, French, Spanish languages and literatures

Name and type of organization providing education and training Private High school G. Pascoli. 1, Via V. Calvanese, 80021, Afragola, Naples, Italy
 Mark 100/100

Personal skills and competences

Mother tongue **Italiana**

Other languages

Autovalutazione

Livello europeo ()*

English

French

Japanese

UNDERSTANDING				SPEAKING		WRITING	
Listening		Reading		Production		Production	
C1	Advanced	C1	Advanced	C1	Advanced	C1	Advanced
C1	Advanced	C1	Advanced	C1	Advanced	C1	Advanced
A2	Elementary	A2	Elementary	A2	Elementary	A2	Elementary

Social skills and competences Strong interpersonal and communication skills developed during the preparation for university exams in collaboration with other students and great team spirit due to the experience as group assistant in London.

Organisational skills and competences Good work organizational and managerial skills, even in case of intense stress.

Computer skills and competences -Practical knowledge of the operating systems Windows XP Home Edition and Professional, Windows Vista Home Edition, Windows 7.
 -Familiarity with Office Suite: usage, management and personalization of database, excel and word papers; creation of power point slides and application of different multimedia effects; etc.
 -Knowledge and usage of internet
 - Usage of Cat tools as SDL Trados 2007/2009 and its components (TagEditor, Winalign, Workbench.).
 - Ocr softwares as ABBYY finereader 8.0

Driving licence B licence

Signature ALESSANDRA FERRANTE