

## PERSONAL INFORMATION

## Laura Antonini



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Sex Female | Date of birth 09/08/1986 | Nationality Italian

## JOB APPLIED FOR

## Translator

## WORK EXPERIENCE

2009–Present

**Freelance Translator**

Freelance, Lisbon (Portugal)

– Translation of texts (both literary and technical) from Italian into Portuguese, English into Portuguese and English into Italian and their retroversions

– Knowledge about translation techniques and elaboration of some essays on the subject

02/07/2012–05/06/2014

**Service Desk Representative**

Xerox Corporation, Lisbon (Portugal)

– Customer Service: proactive and reactive solutions to southern European (Italian, Portuguese and Spanish) customers and partners devices related needs

— Translation of internal documents

– Human Resources: recruitment process assistant (interviews and evaluations of Italian language candidates)

04/04/2011–04/02/2012

**Publishing Assistant**

Quetzal Editores (Bertrand Casa Editora),, Lisbon (Portugal)

Support functions to the sectors of communication, press, management, media and text production (proof editing)

01/06/2009–01/10/2009

**Trainee**

CTA, Official Tourist Reception Centre, Vietri Sul Mare (Italy)

Customer Service Front-Office

## EDUCATION AND TRAINING

30/09/2009–30/05/2012

**Master in Foreign Languages and Literatures**

EQF level 7

UNISA, Salerno (Italy)

— Foreign Languages

— Foreign Literatures (proficient English and proficient Portuguese)

— Italian Literature

— Applied Linguistics

— Marketing

— Applied Informatics (knowledge of HTML, Excel spreadsheet)

30/09/2005–26/05/2009

**Degree in Foreign Languages and Literatures**

EQF level 6

UNISA, Salerno (Italy)

- Foreign Languages and Literatures (English, Portuguese and French)
- Italian Literature
- Portuguese and English Literatures
- Contemporary History
- Foreign Language Didactics
- Romance Languages Filology
- History of Contemporary Art
- Economic and political Geography

2013–Present

**Reviewer in European Portuguese**

DGERT, Lisboa (Portugal)

Proofreading and revision of any kind of text in European Portuguese, regarding any linguistic aspect.

**PERSONAL SKILLS**

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Portuguese	C2	C2	C2	C2	C2
Master In Foreign Languages and Literatures (specialization in Portuguese)					
English	C2	C2	C2	C2	C2
Master in Foreign Languages and Literatures					
spa	B2	C1	A2	A2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.europa.europa.eu/education/languages/framework/index_en.htm)

**Communication skills**

- Great ability to communicate (thanks to all work experiences until now)
- Great ability to communicate and to interact with the public in multicultural contexts (developed in the context of professional experience: front office, support in communication sector, promoter of events)

**Organisational / managerial skills**

- Great organizational ability
- Strong team spirit
- Ability to work in high pressure situations and to handle deadlines (thanks to work experiences such as translator, publishing assistant, receptionist, call centre agent, waitress, babysitter)

**Job-related skills**

- Strong sense of responsibility
- Great knowledge of translating processes, for literary and technical translation (mostly law translations), above all for linguistic pair italian-portugues
- Good knowledge of proofreading techniques for portuguese texts, certified by DGERT

- Computer skills — Excellent level of Internet use.
- Excellent level of Microsoft Office use (Excel, Word, Power Point, and Outlook).
- Beginners knowledge of HTML / Development of basic websites (academic context).

Driving licence B

[Related document\(s\):](#)

#### ADDITIONAL INFORMATION

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Honours and awards Participation at official lunch at Portuguese Embassy in Italy, on 27th October 2011, as best Portuguese student, for academic year 2010-2011.