

## PERSONAL INFORMATION

## Teresa Amendola



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Sex F | Date of birth 21/06/1990 | Nationality Italian

## WORK EXPERIENCE

May 2016 – October 2017

**Interpreter/translator, front office**

Dottor Group S.p.a., China, Zhejiang Province, Hangzhou

- Translation of official documents, technical reports, drawings (both in Autocad or in pdf); interpreter in material meetings and meeting about issues related to architectural and structural drawings; front office; responsible for the archives of technical documents, email and reports.

April 2016

**Receptionist**

Savoy Beach Hotel, Paestum (SA)

May – June 2015

**Secretary and interpreter**

A.C.N. (Naples Assistance for Chinese association), 55, via Carlo di Tocco, 80133 Naples (Italy)

- Chinese – Italian and Italian – Chinese interpreter during the meetings among the president of the association (an accountant) and his Chinese clients, public profile management on different Chinese and European social networks (Facebook, Huarenjie, Huarenwang, QQ, Wechat), promotion of the services offered by the association, distribution of pamphlets in Chinese shops in Naples on behalf of the association, searching of cooperation with other cultural associations in Naples, secretary activities.

2014 – 2015

**Hostess**

Country festivals and cultural events

September 16<sup>th</sup> 2014

**Tourist reception**

Naples (city centre)

- Tourist reception organised by the university association "TuteliAmoci" by the Multilanguage Infopoint during the arriving of the Royal Caribbean cruise ship "Oasis of the Seas" in Naples port as a leader of a students group, tourist reception in Chinese and English languages.

September 2014 – April 2015

**Freelancer**
[www.carmelindapotenza.it](http://www.carmelindapotenza.it)

- Chinese lessons, Chinese – Italian translation of different kinds of articles, drafting of pieces about culture and traditions.

September 2011

**Intern**

Confucius Institute, University of Naples "L'Orientale", 59, via Nuova Marina, IX floor, Palazzo Mediterraneo, 80133 Naples

- Receptionist, courses organizer, assistance to native speaker teachers, certifications manager.

## EDUCATION AND TRAINING

September 2015 – March 2016	<b>Post – graduate degree in Tourism Management</b> Salerno Formazione
January 18 <sup>th</sup> 2016	<b>Master's Degree in Oriental Languages and Civilizations (110 with honors/110)</b> University of Naples "L'Orientale" <ul style="list-style-type: none"> <li>Chinese and Hindi improvement, translation improvement.</li> </ul>
November 14 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> 2014	<b>ANILS National Seminar "Different but Equal: Languages and new Intercultural Models"</b> ANILS (National Association Foreign Languages Teachers)
September 2013 – January 2014	<b>Confucius Institute Scholarship</b> Shanghai International Studies University (SISU) <ul style="list-style-type: none"> <li>Chinese language improvement</li> </ul>
September 2009 – February 2013	<b>Bachelor's Degree in Oriental Languages and Cultures (109/110)</b> University of Naples "L'Orientale" <ul style="list-style-type: none"> <li>Good level of Chinese, English and Hindi languages</li> </ul>
July 9 <sup>th</sup> 2009	<b>High School Diploma</b>

## PERSONAL SKILLS

**Mother tongue(s)** Italian

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Chinese	C1	C1	C1	C1	C1
HSK 5, level C1 of Common European Framework of Reference for Languages					
English	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication skills** Very good

**Organisational / managerial skills** Excellent

**Job-related skills** Excellent

**Computer skills** Good competence in Microsoft Office

**Other skills** Creative skills

**Driving licence** B