# *Alexandra Maria Amatucci*

***Professional Experience***

**amatranslations.**

**Freelance translator, Nuremberg**

From November 2014

* publicly appointed and sworn translator for the English language by the regional court Nürnberg-Fürth
* certified translator from English to German; German to English

**Team Coordinator (Intern), Strategic Foresight, World Economic Forum**

Route de la Capite 91-93, 1223 Cologny, Switzerland

May 2014 to November 2014

* *Assistant to the Senior Director of the Strategic Foresight Community*

- calendar & time management - expense & travel management

- organizing meetings in Geneva and abroad

* *Coordination of the Strategic Foresight Team*

- administrative tasks - assisting with research on various projects

- proofreading reports

**Event Assistant , Thomson Reuters, IFR**

Aldgate House, 33 Aldgate High Street, London EC3N 1DL

October 2013 to March 2014

* Organizing IFR Roundtables and Conferences for leading economists of the financial industry
* Assistant in the organization of

**-** 2013IFR Awards - Ceremony to celebrate capital markets achievement

- 2013 PFI Awards **-** 2013 IFR Asia Awards

* Assisting superiors & the IFR Sales Team
* Creating and analyzing Conference surveys

**Translator (Intern), New York Habitat**

307 Seventh Avenue, Suite 306, New York, NY 10001

* Translation of online blog articles, customer reviews and company brochures

***University & Accomplishments***

**November 2014 to July 2015**

ITTT International TEFL and TESOL Training

* Currently pursuing an online degree to become an certified TEFL/TESOL teacher

**September 2011 to July 2013**

Institut für Fremdsprachen und Auslandskunde bei der Universität Erlangen-Nürnberg

Hindenburgstr. 42, 91054 Erlangen, Germany

* Bachelor’s Degree as a translator for the languages English and German at the Institute for Languages and Foreign Studies, with focus on business translation and the translation of texts relating to economics.
* Courses pertaining to economics and the financial markets
* Computer course for Computer Assisted Translating (CAT) programs

**September 2008 to July 2011**

Regensburger Fremdsprachenschule e.V. , Rote-Hahnen-Gasse 6, 93047 Regensburg, Germany

* Degree as a Foreign Language Correspondent at the Foreign Language Academy
* Studies involved the drafting and translation of business letters in English, German and French, as well as courses relating to national and international trade and affairs

***Software Applications***

* Windows, OS X, MS Office, Word, Excel, Power Point
* Salesforce, Concur
* SDL Trados Studio 2011, SDL MultiTerm 2011, OmegaT

**Languages**

* German, English: Native languages
* French: Very good
* Spanish: Basics
* Arabic: Beginner

***Interests & Activities***

* Volunteer Translator for Fanhilfe.de e.V., a non-profit organization supporting children who suffer from cancer, and handicapped children in homes and clinics
* Website and Social Media Manager for Laborbeagle-Team e.V.
* Volunteer Translator at Ackuna.com
* English tutor for students

***Contact Details***

Mobile: 0157 80441163

alexandra.amatucci@gmail.com

http://www.linkedin.com/pub/alexandra-amatucci/56/38b/484