

Giorgia GALLI

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(0033) 07 50 30 50 37
Italian citizen
27 years old
Driving licence



EDUCATION

2014 - 2015

Master 2 in Technical Translation and Writing
University of Nice Sophia Antipolis – France

2013 - 2014

Master 1 in Translation
University of Nice Sophia Antipolis – France

2009 - 2013

Diploma in Foreign Languages and Literatures
University of Bologna « Alma Mater Studiorum » - Italy

2003 - 2008

Secondary School Diploma – classical studies
Liceo « T. Mamiani » Pesaro - Italy

COMPUTER SKILLS

Microsoft Office (Word, Excel, Power Point)
Studio Trados
Omega T
Sellsy (Enterprise Resource Planning Software)

PDF Architect
WordPress
Joomla

WORK EXPERIENCE

June – September 2014

June – September 2013

June – September 2010

June – September 2009

June – September 2007

June – September 2006

Secretary/receptionist in 3* *Hotel Souvenir* - Misano Adriatico, Italy**

Tasks : receiving guests, giving them informations about hotel services, prices, the city and his attractions (particularly with foreign guests) ; answering e-mails and the telephone ; guests's check-in and check-out.

June – September 2015

Internship in a language services agency *Glim* - Sophia Antipolis, France

Job position: translation project manager.
Main tasks: translation project manager (managing an entire translation project, from the customer request to the delivery), translation, proof reading, web marketing and community management, market study.

November 2015 - present

Freelance Translator - Nice, France

SIRET identification number: 814 918 702 00022

I translate from English, French and Spanish to Italian, my mother tongue.

My professional website: giorgiagalli.altervista.org.

LANGUAGES

English

C1 level.

Language study holiday in Dublin (February – May 2013).

July 2013, IELTS Certificate - overall band score: 7.

Spanish

Bilingual level.

French

Bilingual level.

I live in France since 2013.

Italian

Mother tongue.

PERSONAL INTERESTS

I like working in team and being in contact with people ; between my interests I can mention reading, movies, travelling and animals.