



Europass Curriculum Vitae



Personal Information

First and Last Name **Ilaria Grandi**
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E-mail Info@myeditor.it
Citizenship Italian
Date of birth 09.01.1977
Sex F

Professional Experience

Dates January 2015 – Today
Independent consultant for tourism accommodations. I help hotels, holiday apartments and villas to build their brand, to get a presence in the web and to grow their business. See my website [ProfessioneHotel](http://ProfessioneHotel.com).

April 2016 - Today
Freelance literary translator ENG to ITA. Translated books:
The fourth descendant by Allison Maruska;
Black canyon by Jeremy Bates;
Island life by William Meikle;
Two dogs and a suitcase by Sarah Jane Butfield;
Scandalous Intentions - Scandalous Wallflower – Delighted by the Duke by Amanda Muriel;
Caroline by Cynthia Wright;
A gift of Ghosts by Sarah Wynde.

2005 - Today
Freelance Editor & Copywriter

Job or position covered www.myeditor.it Dedicated services to private individuals or publishers consisting of text revision, web copywriting, editorial consulting about publication. In 2014 i created an online course of editing.

Main activities and responsibilities Proofreading, book promotion, advice on contracts of publication, copywriting esp. for tourist enterprises

Type of activity or sector Books - web

Projects My portfolio can be found on my website www.myeditor.it

Dates 1999 - Today (posts seasonal)

Job or position covered	Receptionist at the historical hotel Hotel Miramare, Castiglioncello (LI).
Main activities and responsibilities	Booking, check-in, check-out, coordinating catering services and cleaning, cash management, providing assistance to guests. My long experience at the front desk gave me opportunity to manage the stay of prestigious guests with professionalism and confidentiality, any were their needs: arrange travel, advice on the best itineraries, organize dinners and tailored tastings, solve large and small emergencies. I trained lots of students of the Tourism High School and of the Faculty of Languages.
Name and address of the employer	Via Marconi, 8 - Castiglioncello (LI) www.albergo-miramare.it Holder: Mr. Marco Monti.
Type of activity or sector	Tourism
Dates	March 2006 - september 2006
Job or position covered	Reception and accounting at the Residence Il Boschetto - Castiglioncello (LI) with replacement contract motherhood.
Main activities and responsibilities	Reception, accounting, management of ancillary services such as cleaning, gardening, maintenance.
Name and address of the employer	Via Aurelia Km 298, loc. The Fortullino - Castiglioncello (LI) www.ilboschetto.info Contact person: Ms. Manola Maenza.
Dates	October 2005 - March 2006
Job or position covered	SPA receptionist at the Hotel's wellness center Green Park Resort in Tirrenia (PI).
Main activities and responsibilities	Customer care, accounting, management appointments, commercial.
Name and address of the employer	Via dei Tulipani 1 - Calabrone (PI) tel. 050 3135711 (new management) www.greenparkresort.com
Dates	October 2003 - July 2005 (collaborations on projects)
Job or position covered	Training Tutor for FSE courses at the Business Innovation Center of Livorno
Main activities and responsibilities	Organization of training courses (finding teachers, classrooms, teaching materials, and seats of internship), presence in the classroom, assistance to students, and support for reporting (logs, letters of entrustment, budget). Courses: <ul style="list-style-type: none"> - Professional updating for operators of State Police; - Viticulturist; - 3 Courses within the Project ARGO for retraining of employees of the former shipyard Orlando for the Azimut Benetti , and analysis of the requirements for the job placement of ex-employees LIPS; - 3 Courses within the project BRO.FOR . of corporate training for the company Brovedani Spa (Am); - The technical design and reporting ESF.
Name and address of the employer	Via dell'artigianato, 53 - Livorno www.pstbic.livorno.it at the time the referee was Dr. Luca Lischi.
Dates	October 2001 - March 2002
Job or position covered	Collaboration part-time with the Department of modern history and contemporary - Faculty of History, University of Pisa - with a task of archiving of historical documents in the context of a research on the massacres of civilians in the second world war.
Main activities and responsibilities	Collecting, reading and cataloguing documentary in German, Italian and English.
Name and address of the employer	Pasquale Paoli, 15 - Pisa www.storia.unipi.it Contact: Prof. Paolo Pezzino.

Education and training

Dates	October 24, 2002
Title of the qualification issued	Degree in Political Science (full course) specialization in environment planning. Matter of degree: methodology and technique of social research. Vote: 107/110.
Main themes/professional skills acquired	During the second biennium i was admitted to the laboratory for research in social sciences, in which we explored the applications of epistemology and logic to the methodology of social research. Overall, the plan of studies of the Faculty is divided into three macro areas: historic - legal - political/economic.
Name and type of delivery organization of education and training	Faculty of Political Science, University of Pisa www.sp.unipi.it Prof. Massimo Ampola.

Post Graduate Training October 2010: frequency of intensive workshop on the work in publishing house and on the editing at the publishing house Minimum Fax, Rome.
 February 2013
 Achievement of certification **DITALS** (University of Siena) teaching of Italian language for foreign users.
January 2015: Executive master in economic and financial management of the tourist enterprises promoted by the European Society for the services and training (SESEF)

Skills and personal skills

Mother Tongue **Italian**

Other languages

Self Assessment

European level (*)	Understanding		Speech		Written
	Listening	Reading	Oral Interaction	Oral Production	
English	B2	B2	B2	B2	B2
German	A2	A2	A2	A2	A2
Spanish	B2	B2	B1	B1	B1

(*) [Quadro comune europeo di riferimento per le lingue](#)

Learning mode of the secondary languages:

German: 2001, course of German language -150 hours - for tourist operators promoted by Consorzio Costa Fiorita, Castiglioncello (LI); 2014: online course on e-learning platform *German123 and self study*.

Spanish: university exam with written test and oral; extended stays in South America.

Social skills and competence

Customer service: welcome customers, dealing professionally with them, including difficult ones. Providing friendly and courteous service is a skill I have improved with the passing of time.

Capacity and organizational skills

During my various professional experiences I have always been invested with organizational responsibilities (hotel management, management of the training courses, management of editorial projects) and budget/accounting activities.

Ability and computer skills

Full mastery of Office and Excel; use of software business management; Wordpress and basic website building tools; blogging and social media. I developed my e-learning platform using Wordpress for an online course for editing

Skills and competencies artistic

Passionate for the restoration of wooden furniture.

Driving License cat. A and B.

I authorize the treatment of my personal data in accordance with Legislative Decree 30 June 2003, n. 196 "The Code for the protection of personal data".

Castiglioncello, September 2016

Faithfully,
Ilaria Grandi