

FORTUNATA CALARCO

Via Francesco Petrarca 3, Villa San Giovanni, ITALY

Tel.: 07936769703

Mail: titti.calarco@gmail.com

Personal Summary

I am a graduate in Foreign Languages and Literature. My decision to study Modern Languages at University has been driven by my passion for Languages. I am a highly motivated and hard-working individual, who always strives to achieve the highest standard possible, at any given task. I enjoy learning new things and I can work very well under pressure.

Education

Apr 2017 – June 2017

Specialization Course in Literary Translation

Herzog Literary Agency - Roma (Italy)

Main subjects: Translation, Editing, English.

Apr 2013 – Apr 2014

*2nd level postgraduate Master in
Innovation Management and Information Technology*

University for Foreigners – Reggio Calabria (Italy)

Main subjects: Project Management, Information Technology, Business English.

Sept 2008 – July 2012

Master's Degree in Modern Languages for International Communication

University of Catania - Catania (Italy)

Main subjects: English, Spanish, Italian Literature, Geography, History, English Literature, Spanish Literature, Linguistics.

Sept 2003 – July 2008

Bachelor's Degree in Foreign Languages and Literature

University of Messina - Messina (Italy)

Main subjects: English, Spanish, French, Italian Literature, Geography, History, English Literature, Spanish Literature, Linguistics, Philology, Bibliography.

Work Experience

Translator and Copywriter – December 2016 – Present

Main duties: Translation from English to Italian, from Spanish to Italian, and from French to Italian. Copywriter for blogs and websites.

Sales Assistant at Oviessse S.p.A. (Italy) - Oct 2016 – Feb 2017

Main duties: welcoming and greeting customers; answering queries from customers and helping them to find the products they are looking for; stocking shelves with merchandise.

English Teacher at Public School (Italy) - Feb 2016 – June 2016

Main duties: Teach grammar and literature. Adapt teaching methodology to individual student needs to increase aptitude. Incorporate state-mandated learning requirements into daily education routine. Create detailed lesson and unit plans based on goal-setting and observable outcomes.

Quality Controller at Kion S.p.A. (Italy) – Nov 2013 – May 2014

Main duties: Quality control information system; development of test cases for identifying bugs or system faults; processing of written documents for updating the software for several purposes.

Marketing advisor promoter (Italy) – June 2007 – Nov 2009

Main duties: demonstrate and provide information on promoted products/services; distribute product samples, brochures, fliers etc. to source new sales opportunities; set up booths or promotional stands and stock products; report on demonstration related information.

Personal and Additional Skills

Mother tongue:

Italian

Other languages:

- English (understanding, speaking, writing)
- Spanish (understanding, speaking, writing)
- French (understanding, speaking, writing)

IT skills:

- Good knowledge of Microsoft Office Applications (Word, Excel, Outlook, Power Point)
- Good use of OS (Microsoft Window, Linux, Mac, Android)
- Regular user of Internet Browsers, Email and Social Networks

Other skills:

- Volunteer Translator
- Italian Red Cross Volunteer
- Full Driving License

References

Available on request