
FRANCESCA LEOTTA

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Work experience

- 09/2017 - Present Literary Translator
CELA - Connecting Emerging Literary Artists
Translation of contemporary literary texts from Portuguese into Italian for the European project CELA Europe.
- 10/2017 - 05/2018 Italian Language Assistent
Landesschulrat Burgenland, Neusiedl am See, Austria
Teaching Italian as foreign language for secondary school students with CEFR level between A1 and B2.
- 10/2017 - 04/2018 Italian Language Teacher
Volkshochschule Neusiedl am See, Austria
Italian course for adult beginners.
- 04/2017 - 09/2017 Administration Employee - Civil Service
University of Pisa, Italy
I was responsible for the International Office of the Humanities Department.
 - Administrative duties for exchange students;
 - Contacts management with European partners;
 - Development of an online database for incoming international students;
 - Event management.
- 09/2016 - 11/2016 Administration Employee
University of Pisa, Italy
 - Support by enrolment of Bachelor's and Master's students;
 - Administrative duties and helpdesk services.
- 02/2016 - 07/2016 Trainee Translator and Teacher
University of Coimbra, Portugal
Erasmus Placement Project
 - Educational support for students of Italian studies;
 - Translation of technical and nonfiction texts from Portuguese into Italian and viceversa;
 - Event management;
 - Lectures of Italian Language and Culture for Bachelor's students.
- 03/2016 - 12/2016 Proof-reader, Terminology Specialist
Linguee G.m.b.H
 - Post editing of English - Italian pairs on the Home-Based Online Dictionary Program;
 - Post editing and translation for the online English - Italian dictionary on the Lemma Mode Project.
- 10/2015 - 11/2015 Trainee
Pisa Book Festival, Pisa, Italy
 - Promotional campaign;
 - Event management during the book fair for interviews, book presentations and readings;
 - Support to the Dutch publishing house Wintertuin on the organisation of the book stall and the promotional activities.

03/2015 - 07/2015

Administration Employee and Translator

International Relations Office, University of Pisa, Italy

- Support activities for Brazilian students of the "Science without Borders" exchange project;
- Translation of documents and websites from Italian into Portuguese and viceversa;
- Event organisation: Welcome Day for newly enrolled students, meeting with the Brazilian Ambassador of Italy.

Education

2014 - 2017

Master's Degree in Translation and Foreign Literatures

University of Pisa

Master's dissertation: translation from German into Italian of the contemporary play "Szenen der Freiheit" by Jan Friedrich for the NTC Theatre based in Livorno.

2012 - 2013

Erasmus

Johannes Gutenberg University of Mainz, Germany

One-year abroad program with focus on German studies.

2011 - 2014

Bachelor's Degree in Foreign Languages and Literatures

University of Bologna

Skills

Languages

- Italian Mother Tongue
- German C1
- Portuguese C1
- English C1 (CAE Esol)
- French B1 (Delf)

Communication skills

Excellent interaction skills in plurilingual and multicultural environments; excellent mediation skills and team work abilities.

Job-related skills

Excellent organisational and management skills; good adaptability; working within deadlines and in high pressure situations; I am a good listener and always willing to learn and improve.

Digital competence

- MS Office, social media, Slack, WordPress, Moodle.
- SDL Studio Trados 2014 certificate.

Personal Interests

- Volunteering with kids with special educational needs and migration stories, 2013-2014, Bologna, Italy;
- Volunteering with adults with migrant backgrounds as Italian teacher, 2017, SMS Municipal Library, Pisa, Italy;
- Libera: NGO against mafia;
- Books, trekking, swimming, travels.