

Curriculum Vitae Felicita Ratti

SUMMARY:

Multilingual Professional with excellent communicational and organisational skills. I started studying translation at fourteen, during my *Liceo Classico* years, and have been translating ever since. Professional experience in translating, interpreting, proofreading, editing, copywriting, as well as in teaching or tutoring, lecturing, in academic research and publications, and even in sales and marketing, customer care, reception, basic accounting. *A native speaker of Italian from the north of the country*, I have been living abroad for the last ten years, working in several multi- and intercultural contexts and environments, learning, studying, and working in English and German. I master both English and German at a near-native level. I recently set up my own business, offering language teaching (including remedial lessons and tutoring), translations, and several other intercultural and/or language services (proofreading, editing, revision, workshops, consulting, glossaries, and relocation support).

Certificates, certifications, report cards, and references are stored here: bit.ly/CertRatFel.

Recommendations: <https://www.linkedin.com/in/felicitaratti82/>

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Education

October 2017 – in course	Post-graduate course in teaching German as a foreign/second language (DaF Unterrichten) , remote course by Goethe-Institut.
Fall Term 2007/2008 – November 2015	Post-graduate studies with coursework, talks, and publications: taught and research Ph.D. program (part-time as a working student), Faculty of Humanities and Cultural and Social Sciences, Social and Economic History , University of Salzburg, Austria. <u>All required coursework completed during the first year.</u> Several publications and conferences as attendee, paper presenter/invited speaker. List on request. Overview: http://bit.ly/FelRatAcad . Program abandoned before completion.
2004 – 2006	Taught-and-research MA (<i>Laurea Specialistica/Magistrale</i>) in Analysis of conflicts, ideologies and politics in the contemporary world , class of Italian degrees in Late Modern and Contemporary History, Faculty of Humanities, University of Modena and Reggio Emilia, Italy, Final note 110/110.
2001 – 2004	BA (<i>Laurea triennale</i>) in International Relations , Faculty of Political Sciences, Alma Mater Studiorum - University of Bologna, Italy.
1996 – 2001	High School Graduation Certificate valid for University admittance (<i>Diploma di Maturità, cf. A Level</i>) at the Classical Gymnasium-Lyceum Ludovico Antonio Muratori, Modena. Participation in Model European Parliament (Bologna and Naples 1999; Lisbon 2000). Award of the Modenese Chamber of Commerce for outstanding performance while working at the CD ROM <i>Modena. Storia, economia, ambiente (Modena. History, economy, environment)</i> [The CD ROM itself was awarded the European Label.

Work experience (selected experiences)

- September 2017 – current position 1 **Founder, sole trader, translator, interpreter, foreign language teacher, consultant at *A-Typical Italian* – language and intercultural services, Glansiedlung/Wals, Salzburg, Austria.** See atypicalitalian.com and bit.ly/ATypltal.
- October 2010 – current position 2: **Italian language trainer in Austria; Italian, English and Latin tutor; History and Culture lecturer** in several institutes (i.e. WIFI Salzburg, Berlitz Salzburg, Dante Alighieri Salzburg and others). Tasks: courses, private lessons, remedial lessons. Reference in German by Berlitz [here](#).
- November 2016 – March 2017: **Social Media Marketing Assistant, translator, interpreter** for the new opened Italian grocery store *Rositaly Biounverpackt* (later relocated and renamed as *Greißlerei Italy Unverpackt*). Tasks: translating (Italian, English, German), acting as an interpreter (German/Italian) for the shop's owner, helping manage the Facebook page as well as preparing posters and flyers.
- August 2009 – February 2017: Freelance **translator** (mainly English/German into Italian, sometimes also Italian into English/German, German into English, English into German), **interpreter** (consecutive), **Proofreader/editor** (Italian, English).
- July 2012 – December 2016: **Receptionist (front and back office)** at Hotel Gabi and Hotel Melanie (4-star wellness hotels), Wals (Salzburg suburb). Tasks: usual front and back office tasks (reservations, quotations, customer management, complaint management and so on), translations EN/DE/IT (website, templates, mail), support in other departments such as accounting, revenue management, food & beverage. Reference in German [here](#).
- January 2015 – October 2015 **Researcher in Austria** for the Institute Livio Saranz, Trieste, Italy. Project *The year 1914 in the Austrian Littoral*. Tasks: researching at the Public Record Office in Vienna (Central State Archive) and writing an essay about population and nationalities in 1914.
- August 2009 – December 2010 **Project co-leader, co-author, co-editor and PR** for the research project *Una regione ospedale* (see publications). Research grant provided by Foundation Cassa di Risparmio di Mirandola, and endowment for partial funding of publication costs by Novartis. Tasks: researching, supervising, writing, proofreading, managing public relations. Field: history of medicine, health care, and science in World War One Europe (Emilia-Romagna and Salzburg).
- May 2007 – September 2007: **Sales employee (back and front office)** at Warm-up, Maranello. Tasks: sales in shop (F1 merchandising, racing equipment) and on-line, basic accounting, management of PR and marketing.
- March 2002 – March 2006: **Consecutive interpreter and translator** at Borghi Ivan s.n.c., Villavara di Bomporto, Modena (locations including Hannover, Germany and Craigavon, United Kingdom).

Certifications and professional courses (selection) [download: bit.ly/CertRatFel]

April 2019:	TradPro2019, one-day meeting dedicated to professional development and networking for translators, interpreters, and language professionals , patronage and recognition by Italian professionals associations AITI, AIIC, Assointerpreti, ANITI, TradinFo; Pordenone, Italy.
March 2019:	Cambridge Certificate of Proficiency in English , Grade A.
March 2019:	Incontro pratico, series of CPD workshops and conferences for teachers of Italian as a second/foreign language , Casa delle Lingue, Klett Verlag, Istituto italiano di Cultura Monaco di Baviera (Munich).
March 2019:	Tradurre il giornalismo webinars with workshop on translating journalism into Italian, STL Formazione.
March 2019:	LearningApps e Italiano L2, CPD webinar about using LearningApps, for teachers of Italian as a second/foreign language , Aretè Formazione Onlus.
January 2019:	Translation in Travel & Tourism: Is it really that simple? ProZ training webinar.
November 2018:	Translating "Untranslatables" in Medical Translation , ProZ training webinar.
November 2018:	Medical Journals: Translating Like A Writer, Not A Scientist , ProZ training on demand.
November 2018:	The ABCs of Medical Translation: Strategies to Identify, Translate and Manage Acronyms and Abbreviations , ProZ training on demand.
October 2018 – January 2019:	Tradurre il fantasy , webinars with workshop on translating fantasy works into Italian, STL Formazione.
September – October 2018:	Working with translation , FutureLearn – University of Cardiff.
June 2018:	Le ostriche di Maigret e un etto di salame. Un approccio interculturale per la scelta di testi autentici, CPD webinar on intercultural issues and the use of authentic texts while teaching Italian/foreign languages , Alma Edizioni.
October 2017:	The technique of note-taking: tips and tricks , ProZ training webinar.
October 2017:	Public Relations: the easiest way to make the front page , Gründen in Salzburg/ÖGB Consulting, Salzburg
October 2017:	Dire quasi la stessa cosa, workshop for literary and editorial translators , La bottega dei traduttori/Libri in Baia, Sestri Levante.
July 2017	Teach with Digital: Using digital tools for developing Personal Learning Networks , Cambridge English Online Webinars.
July 2017	Marketing & successful advertising: the easiest way to get new customers, assignments and commissions , Gründen in Salzburg/ÖSB Consulting, Salzburg.
June 2017	Teach with digital: developing digital skills for language teaching , Cambridge English Online Webinars.
May 2017:	Incontro pratico, series of workshops and conferences for teachers of Italian as a foreign/second language , Casa delle Lingue, Klett Verlag, Hochschule Augsburg, Augsburg.
May 2017:	SEO basics for Content marketers , Content-Agentur punkt & komma, Salzburg (no certificate provided).
April 2017:	Rhetoric and sovereignly speaking , WIFI Salzburg.

April 2017:	Teach with Digital: using digital tools to enrich your learners' vocabulary , Cambridge English Online Webinars.
April 2017:	Grammar: Mental processes, didactic activities , theoretical-practical lecture for trainers and teachers of Italian as a foreign/second language, Prof. Paolo Balboni and Dante Alighieri Salzburg und Innsbruck.
April 2017	Palestra Didattica, series of workshops and conferences for teachers of Italian as a foreign/second language , Casa delle Lingue and Alpen-Adria Universität Klagenfurt.
November 2016:	Web texts for the selected target group: writing effective texts in the era of Google, Facebook & Co , WIFI Salzburg.
November 2016:	Social Media Marketing – winning new customers/guests over by using Facebook, Twitter, Instagram & Co. , WIFI Salzburg.
January 2013:	Gender- und Diversity training . Mag, Maria Embacher for Berlitz Salzburg.
December 2010:	Lecturer for CME-accredited events, SSN (Cf. NHS) Emilia-Romagna, Azienda Ospedaliero-Universitaria Modena and other institutions.

Languages, IT and other skills

- ✓ Italian: mother tongue
- ✓ English and German: Level C2 of the Common European Framework of Reference (near-native). *Cambridge Certificate of Proficiency in English*, grade A, passed on 9th March 2019. Older certificates: *Zertifikat Deutsch* on 8th June 2000, confirmation of attendance and completion of a *30-hour C1 German course* on 5th September 2007. Coursework in German for a PhD program at the University of Salzburg completed (2007 – 2009).
- ✓ Dialects: Modenese (oral and listening comprehension), Austro-Bavarian (passive)
- ✓ Ancient Greek alphabet
- ✓ Latin: good translation skills with dictionary
- ✓ Basic accounting, incl. book of prime entry and single-entry book-keeping
- ✓ European driver's license B and own car
- ✓ Microsoft Office
- ✓ WordPress
- ✓ Windows system maintenance
- ✓ Serif PagePlus X8 for DTP (used mainly for publications and flyers; can be used for web publishing as well)
- ✓ Social Media Management (use of the most widespread social media with personal profiles as well as academic/scientific/business profiles; use of tools like Hootsuite and RipI)
- ✓ Basic to acceptable use of image editing programs, even could-based ones (GIMP, Canva, Phototastic Collage, Paint, RipI)
- ✓ CAT tools: MateCat, Smartcat, CafeTran Espresso, Wordfast Anywhere, OmegaT. Will try new tools anytime, if needed.
- ✓ Xbench
- ✓ Olifant (beginner)
- ✓ Empathy when facing complaints or problems
- ✓ Intercultural communication
- ✓ To a certain extent, a penchant for perfectionism
- ✓ Writing skills
- ✓ Fantasy