



# MICHELE GENUA

## CONTACTS

**Address:** Viale Giorgio de Chirico,  
00155, Rome

**Phone:** +393384765324

**E-mail:** michele.genua.82@gmail.com

## SKILLS AND COMPETENCES

- Translation from Spanish, French and English into Italian
- Mastery of the Ms Office suite
- Management of personnel
- Management of data
- Customer evaluation and analysis
- Communication and interpersonal skills

## LANGUAGES

**Italian:**  
mother tongue

**Spanish:** C1  
Advanced

**French:** C1  
Advanced

**English:** B2  
Advanced intermediate

## JOB PROFILE

Translator with excellent organizational and relational skills and specialization in Spanish, French and English. Over the years, i have developed excellent review skills and in-depth knowledge of the translation strategies of medical, literary, engineering, legal, marketing and automotive texts from SP-IT, EN-IT and FR-IT. Punctual, precise, dedicated to work and Eager to face new professional challenges, i apply with immediate availability.

## WORK AND PROFESSIONAL EXPERIENCE

**Translator**, 02/2011 TO 01/2015

**Private** - Roma, Roma

- Translation from SPANISH, FRENCH and ENGLISH into ITALIAN of texts, theses and documents and contents intended for websites, in the literary, medical, engineering, legal, marketing and automotive sectors.
- Revision and adaptation of the text to the target language culture.
- Search for the most appropriate terminology for the field of reference.
- In-depth evaluation of the work to be carried out, analysing the subject, the characteristics of the text and the delivery times.

**Foreign language teacher**, 09/2013 TO 07/2015

**Private** - Rome, Rome

- Teaching Spanish, English and French in Individual Courses
- Preparation of individualised teaching materials.
- Assessment of the level of understanding of study subjects through the administration of examinations and subjects

## CAT

SDL Trados 2017

MemoQ

**Administrative manager**, 01/2020 to date

**Emigreen One srls** - Rome, Rome

- Optimisation of organisational systems for receipts, payments, deposits and record keeping.
- Promoting collaboration between team members by preparing meeting materials and making clear notes to be distributed to interested parties.
- Insertion and verification of team expenses and reconciliation

of accounts.

- Supervision of office inventory activities, including orders and requests, storage and receipt of shipments.
- Recruitment, training, management and development of staff, definition and monitoring of objectives, performance reviews and administration of pay slips.
- Management of requests for information by customers or suppliers.
- Supervision of appointment planning and route coordination for both customers and staff

**Visual merchandiser**, 01/2017 TO 12/2019

**Conbipel** - Rome, Rome

- Installation and periodic monitoring of work progress.
- Direct contact with store manager and marketing manager to ensure the perfect setup.
- Design organization according to company guidelines, orders and layout.
- Selection and placement of decorative and lighting elements.
- Analysis of available spaces, management and processing of measurements.
- Analysis of data with respect to the product sector and the type of customers.
- Organization of shop windows based on products in stock and active marketing campaigns.
- Training of staff to coordinate clothing shelves and their exhibitors with the aim of enhancing the effectiveness of promotions.
- Improvement of the general appearance of the shop thanks to a careful evaluation of the positions of the products and exhibitors.
- Implementation of marketing strategies, resulting in increased customer base.

**Point of sale manager**, 01/2009 TO 12/2019

**Conbipel, Versace, Stradivarius** - Rome, Rome

- Training of personnel on how to manage merchandise and sales activities and on communication strategies and customer loyalty.
- Supervision of cleaning, maintenance and good maintenance of shops.
- Verification and supervision of the correct execution of the opening and closing of the store.
- Preparation, maintenance and archiving of accounting and tax records of points of sale.
- Coordination of staff, including management of workloads, shifts, leave, holidays, procedures and tasks.
- Recruitment, management and motivation of point of sale employees in order to provide an excellent experience to each customer.
- Distribution of tasks to certain employees taking into account factors such as previous training, current skills and general knowledge.
- Direct inspection of the department several times per shift in order to identify and correct problems such as room cleaning

and stocking.

- Careful investigation of problems in order to obtain adequate answers to customer requests.
- Development, implementation and improvement of employee goals and operational policies to promote productivity and improve team performance.
- Preparation and updating of weekly working hours in order to meet shift coverage needs, taking into account factors such as forecast customer numbers, planned promotions and individual employee strengths.
- Analysis of stock level, sales and other factors data, trend feedback and reporting of results in order to effectively support management in decision-making.

## **EDUCATION AND TRAINING**

**Diploma of Linguistic Maturity: Foreign Languages, 07/2001**

IST. MAGISTRALE LINGUISTICO "C.ALVARO" - PALMI (R.C.)

I authorize the processing of personal data contained in my CV ex art. 13 of Legislative Decree 196/2003 and art. 13 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data

Michele Genua