



ALICE PAOLUCCI

PROFESSIONAL PROFILE

Certified multilingual translator with experience in translations from English, Spanish and French to Italian. A competent communicator with the ability to build effective relationships with clients to establish translation requirements and deliver accurate, grammatically correct documents. Bringing forth a positive work ethic and a commitment to efficiency and integrity. Looking to further improve translation skills.

CONTACTS

Home address:
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PROFESSIONAL EXPERIENCE

Freelance Translator 2014 – Ongoing

Key Qualifications & Responsibilities

Performed various translation duties from English, Spanish and French into Italian, including written texts, localization, internationalization, audio files.
Translated text projects, including legal documents, website content, news articles, and corporate reports.
Upheld strict confidentiality policy when translating personal and diplomatic materials.
Provided Transcription services as needed by corporate clients.

Sales Assistant

"Amorino" Ice cream Parlor, Malaga (Spain)
01/09/2015 – 31/10/2015
Delivering High Quality customer service while serving products, recommending food and drinks
Processed sales, exchanges, and refunds on a daily basis
Worked well under pressure; especially during the holiday periods when the shop was at its busiest
Opening and Closing the shop doing the cash balance

Hostess

Joint High Level Event on Non-discrimination and Equality
Rome (Italy)
06/11/2014–07/11/2014
Greeting and leading guests to their seats
Monitoring flows and queue for walk in costumers

Hostess

Lifelong Learning Programme, Leonardo da Vinci, Project GLO-TOI
23/10/2014–24/10/2014
Addressing all concerns complaints and questions from costumers
Preparing required reports and paperwork

Translator

Cultural Association "Rome Independent Film Festival"
02/2014–03/2014
Performing audiovisual translation duties from English to Italian

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EDUCATION

Bachelor Degree in Languages at the University of Rome (SSML Gregorio VII)

2011 - 2015 Rome, Italy

High School Diploma in Foreign Languages (ISIS Enrico Mattei)

2007-2011 Cerveteri, RM, Italy

TRAINING AND ATTESTATIONS

Driving licence: B

Knowledge of Word, Powerpoint, Excel and Outlook programs

Spanish Course

La playa escuela de español

10/08/2015 – 28/08/2015 (Malaga, Spain)

General course of English, level B2 of the common European framework The Bournemouth School of English

28/07/2013 - 25/08/2013 (Bournemouth, UK)

General course of French, level B2 of the common European framework

Alliance Française, Paris (France)

23/07/2012 - 07/09/2012

15 English lessons (Level 5 of Callan Method)

Callan School of English, (London, UK)

08/04/2011 - 14/04/2011

Diplome d'Etudes en Langue Française (DELFF), level B1 of the common European framework

Ministère de l'Education Nationale de la Jeunesse et de la Vie
Associative, Paris (France)

10/2011

First Certificate in English (FCE), level b2 of the common European framework University

Cambridge (United Kingdom)

06/2011