



# CHIARA GIUFFRÈ

## RESUME

New graduate in Translation and Interpreting with internship experience. Tech-savvy offers experience with several social media platforms and advanced computer skills.

Focused Translator with highly developed understanding of Italian, English, and French language and culture. Skilled in quickly and accurately translating written documents. Dedicated to maintaining original intent with optimal word choice. Attentive to details in original documents and thorough in proofreading finished work. Excellent listening and communication skills with organized and systematic approach.

Looking for a new challenge where I can enhance my professional and academic skills, always with positive attitude and motivation in learning new programs.

## CONTACT

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## EDUCATION

OCTOBER 2019 - SEPTEMBER  
2022

### Translation and Interpreting

/SSML - SCUOLA SUPERIORE  
PER MEDIATORI LINGUISTICI

Professional development  
completed in Eng/Fra>Ita and  
Ita>Eng/Fra translations and  
simultaneous interpreting.

 Graduated

## WORK EXPERIENCE

OCTOBER 2022 / CURRENT

### Translator / Freelancer

Palermo

- ♦ Translated documents in English and Italian.
- ♦ Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- ♦ Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- ♦ Applied cultural understanding to discern specific meanings beyond literal written words.
- ♦ Replicated flow, style and overall meaning of original texts.
- ♦ Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

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AUGUST 2021 / AUGUST 2021 (INTERNSHIP)

### Airport Customer Service Agent / Aeroporto Falcone e Borsellino

Palermo

- ♦ Resolved customer requests, questions and complaints by analyzing individual situations and determining best use of resources.
  - ♦ Coordinated with ramp agents to successfully store, remove and transport customer baggage.
  - ♦ Provided high level of customer service to each person by engaging customer and using active listening and effective interpersonal skills.
  - ♦ Helped by translating customer paperwork and company documentation.
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JANUARY 2021 / MAY 2021

## Tutorial Teacher / Freelancer

Palermo

- ♦ Collaborated with students to complete homework assignments, and planned lessons to identify lagging skills and correct weaknesses.
- ♦ Collaborated with parents to create tutoring sessions appropriate for student's age, learning preference and learning style.
- ♦ Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- ♦ Designed engaging lessons, using art and visual aids to enhance learning process.

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JANUARY 2017 / JUNE 2017 (INTERNSHIP)

## Museum Assistant / GAM – Galleria d'Arte Moderna

Palermo

- ♦ Notified superior when restoration of artifacts required outside experts.
- ♦ Entered information about museum foreign visitors into computer databases.
- ♦ Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- ♦ Identified and responded to customer requests and concerns through email, online chat and phone for English, French and Italian-speaking customers.

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### ADDITIONAL ACHIEVEMENTS

OCTOBER 2020 - JANUARY 2022

#### Public Relations

/CENTRO MASTERLY

Completed professional development with maximum grade.

 Graduated

SEPTEMBER 2021 - MAY 2022

#### Informatics

/CENTRO MASTERLY

Working with Microsoft Word, Excel and PowerPoint, and also with Google Docs and Spreadsheets.

 Graduated

SEPTEMBER 2021 - APRIL 2022

## Mock conference

### Interpreting

/CENTRO MASTERLY

Worked as a consecutive  
and simultaneous  
interpreter.

 Graduated

#### LANGUAGES

Italian  
Native

English  
Fluent

French  
Good

Spanish  
Basic

#### SKILLS

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Google Docs Editors

Accuracy Verification

Informative Research

Terminology  
Consistency and  
Compilation

Systematic approach

Oral and Written  
Communications

Transcription

Proofreading

#### HOBBIES AND INTERESTS

Cosmetics and Beauty

Sfx makeup / Cosplay

Cinema

Games / Video games /  
Board games

#### PROFILES

[www.linkedin.com/in/chiara-giuffr 2603](https://www.linkedin.com/in/chiara-giuffr 2603)

<https://www.proz.com/translator/3565184>