**SIMONA SIMONE**

***PERSONAL DETAILS:***

***ADDRESS:*** Via Monte Sacro, 15 - 01100 Viterbo (VT), Italy

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***NATIONALITY:*** Italian

***VAT NUMBER:*** 0217751063

***LANGUAGES:***

***MOTHER TONGUE:*** ITALIAN

* PORTUGUESE > ITALIAN
* ENGLISH > ITALIAN
* SPANISH > ITALIAN
* FRENCH > ITALIAN

***AREAS OF TRANSLATION:***

* General (conversation, greetings, letters)
* Literature (prose and poems, biography, literary criticism)
* Journalism
* History
* Culinary art
* Law (general, copyright, documents, agreements)

***COMPUTER SKILLS AND CAT TOOLS:***

* Windows XP, 7, 8.1
* Internet Explorer
* Mozilla Firefox
* Google Chrome
* MS Office
* SDL Trados

***EDUCATION:***

***2014***

* Bachelor Degree of "Lingue e culture moderne", programme of study in "Lingue per le istituzioni, le imprese, il commercio", Università degli studi della Tuscia, DISTU Department.

***2003***

* Entry Level Certificate in English (ESOL) - University of Cambridge ESOL Examination.

***PROFESSIONAL EXPERIENCE:***

***PUBLISHING HOUSE "Il Filo Edizioni":***

* Translation from Portuguese into Italian of novel "A filha di capitão" written by José Rodrigues dos Santos and spread by *Mursia Editore*;
* Coordination of relationships with the author. Start up relationships with foreign publishing houses in order to find new authors who could be published in Italy;
* Researching, planning, organizing the realization of a book series of Portuguese literature;
* Translation from Portuguese, English, Spanish, French of literary texts, biographies, reviews and literary criticisms;
* Realization of interviews with foreign writers;
* Translation of legal documents concerning agreements between publishing houses and between *"Il Filo Edizioni"* and authors too.

***COMUNE OF VITERBO:***

* Consecutive translator in "Convegno internazionale in materia di nuove tecnologie applicate alle Telecomunicazioni" organized by town of Viterbo;
* Hostess and tourist guide accompanying guests, delegates of Portugal, Spain, France and Germany to important places of interest in Viterbo.

***INTERNSHIP AT CIVIC MUSEUM OF VITERBO:***

* Outfitting and translation of archeological finds, paintings, ceramic ware for permanent exhibition at the Civic Viterbo Museum;
* Librarianship activities organization.

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