

CURRICULUM VITAE

Personal INFORMATION

NAME/SURNAME **PETRA JESSNER**
ADDRESS **Klosterwiesgasse 28**
8010 Graz
PHONE **+39 06 52 16 410**
MOBILE **+39 333 54 37 358**
+43 664 53 63 068
E-MAIL **petra.jessner@pj-traduzioni.eu**
CITIZENSHIP **Austria**
DATE OF BIRTH **10. 08. 1963**



EDUCATION

1969 - 1973 **Elementary school "Peter Rosegger" Graz**
1973 - 1982 **Grammar school for modern languages "Dreihackengasse" Graz**
leaving with higher education entrance qualification
1982 - 1987 **Studies of human medicine at the „Karl-Franzens-Universität“ Graz,**
stopping out after the birth of the first child

1969 - 1973 **Primary school "Peter Rosegger" Graz**
1973 - 1982 **Secondary school of modern languages "Dreihackengasse" Graz**
leaving with
higher education entrance qualification
1982 - 1987 **Studies of human medicine at "Karl-Franzens-Universität" Graz,**
stopping out after birth of the first child

1990 **Certificate "pharmaceutical representative" Pharmig Vienna**

2001 **European Language Certificate Italian**

2002 **European Language Certificate French**

2003 **European Language Certificate Business-English**

2009 **Certified ProZ-translator, member of the Italian Translations**
Community

PROFESSIONAL EXPERIENCE

1981 - ONGOING **Internship at the UKH Graz (accident hospital/surgical ward), inpatient ward, six weeks a year**

1982 - ONGOING **Advanced linguistic training abroad (Italy, France)**

Private lessons for grammar school alumni for the following subjects: German, English, Italian, French, mathematics

1999 - 2003 **Translation agency "Allesprachen" Graz**

1999 - 2003 **Translator, interpreter, proof-reader, linguistic consultation, Marketing, Office Management and Client Services**

2003 - ONGOING **Freelance translator and interpreter, proof-reader, activity for various internationally active firms, project coordination within many international projects**

2002 - ONGOING **Homepage update, data base maintenance, various translations, foreign language correspondence for the «Centre Européen Pour Les Langues Vivantes» as well as for the "Austrian Centre for Language Competence"**

2006 **Partner Graz**

Office Management, Client Services

2007 **Fiumicino Airport, Rome**

Activity as hostess for the CTP (Consorzio Trasporto Persone)

2008 - ONGOING **Activity as interpreter, language manager, translator of technical documents for Mining Constructions International – Austria, in Tuscany and Dubai**

2011 - ONGOING **"Helpvoice®" Interpreter**

PERSONAL SKILLS

FIRST LANGUAGE: **German**
Perfect in speech and writing, according to the new German spelling reform

KNOWLEDGE OF FOREIGN LANGUAGES: **Italian**
Perfect in speech and writing

French
Very good in speech and writing
English
Very good in speech and writing
Spanish
Sufficient comprehension in speech and writing

FURTHER ABILITIES AND SKILLS

TECHNICAL ABILITIES **Good knowledge of Windows (Windows8), Microsoft Office (2013), Apple Mac OS X 10.9.4**
Computer language HTML

DRIVING LICENCE **A and B – own vehicle**

Date: 08.08.2014 _____

Signature:  _____
 Petra Jessner