



# Valentina Porasso

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**Date of birth:** 20/12/1982 | **Nationality:** Italian | **Gender:** Female | (+39) 3381655535 |

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About me: I am an Italian professional translator and web editor working with English and French languages. I am looking for new exciting projects to help communication, marketing and translation agencies to create effective and tailor-made content for their clients.

## ● WORK EXPERIENCE

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01/2020 – CURRENT – Alba, Italy

**WEB EDITOR AND CONTENT CREATOR – FREELANCE**

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- ◆ Editing of texts and contents for websites, social media, newsletter and e-commerce
- ◆ Marketing campaigns on social media

01/2020 – CURRENT – Alba, Italy

**TRANSLATOR FROM ENGLISH, FRENCH TO ITALIAN – FREELANCE**

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- ◆ Technical translation with specialization in tourism and travel, wellness, politics/EU, medicine (dentistry and oral surgery)
- ◆ Localization and Transcreation
- ◆ Machine translation post editing

11/2017 – 12/2019 – Alba, Italy

**TRAVEL CONSULTANT – LANDMADE SRL**

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- ◆ Tailor-made itineraries and stays for Italian and foreign customers, events and incentives
- ◆ Reservation of accommodations and services
- ◆ Customer care

01/2016 – 09/2017 – Bra, Italy

**SALES DEPARTMENT ASSISTANT – MEMOGRAPH SRL**

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- ◆ IT products catalogue updating
- ◆ Pre- and after-sales customer assistance

07/2010 – 10/2017 – Verduno, Italy

**HOSPITALITY AND BOOKING SPECIALIST – STILE DIVINO TRAVEL SRL**

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- ◆ Set up of travel packages, corporate events and incentives
- ◆ Promotion and marketing of the territory
- ◆ Accounts management

12/2009 – 04/2011 – Torino, Italy

**BUSINESS ENGLISH TEACHER – ENTE FORMAZIONE ABILITAZIONI PROFESSIONALI (E.F.A.P.)**

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- ◆ Business English teacher for the International trade professionals course

03/2008 – 12/2013 – Italy

**TRANSLATOR FROM ENGLISH – FREELANCE**

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- ◆ English to Italian translations of European Parliament sittings and documents, technical and legal documents, scientific press releases

## ● EDUCATION AND TRAINING

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02/2008 – 07/2008 – Torino, Italy

**POST-GRADUATION MASTER'S DEGREE IN JURIDICAL AND ADMINISTRATIVE TRANSLATION FROM ENGLISH AND POLISH (II LEVEL)** – TuttoEuropa - Alta Formazione per traduttori e interpreti

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<https://tuttoeuropa.it/>

11/2006 – 07/2007 – Torino, Italy

**POST-GRADUATION MASTER'S DEGREE IN JURIDICAL AND ADMINISTRATIVE TRANSLATION FROM ENGLISH AND POLISH (I LEVEL)** – TuttoEuropa - Alta Formazione per traduttori e interpreti

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- ◆ EU juridical-administrative translation from English and Polish:
  - translation of EU documents, contracts, patents
  - study of English technical terminology in the juridical and administrative fields
  - study of the Polish language applied to the juridical and administrative sector
  - study of the European Union law

<https://tuttoeuropa.it/>

10/2001 – 07/2006 – Torino, Italy

**BACHELOR DEGREE IN LINGUISTIC MEDIATION - ENGLISH AND CHINESE** – Università degli Studi di Torino-Faculty of Foreigner Languages

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09/1996 – 06/2001 – Alba, Italy

**HIGH-SCHOOL DIPLOMA** – Liceo Classico San Paolo

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## ● LANGUAGE SKILLS

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**Mother tongue(s):** ITALIAN

**Other language(s):**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>FRENCH</b>	B2	B2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DIGITAL SKILLS

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Creating Graphic Digital Content | Microsoft Office | CMS experience and skills | Outlook | Email Marketing (Mailchimp) | Qualification certificate "ECDL Core, 7 Modules" | SEO Copywriting | Social Media (incl. SEO/SEM, Web Analytics)

## ● ORGANISATIONAL SKILLS

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**Organisational skills**

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Effective organizational, management and discipline skills as well as punctuality developed over the years as a freelance translator

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

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### Communication and interpersonal skills

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Good relational, communication and collaboration skills, as well as adaptation and flexibility acquired and developed during my working years in the tourism and tour operator industry

## ● **OTHER SKILLS**

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### Courses and certifications

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- ◆ Digital Marketing Basics with Google Digital Learning (January 2021)
- ◆ Facebook Copywriting from A to Z - Veronica Gentili Academy (January 2020)
- ◆ Social Media Marketing Certificate at A.C.A. Education Agency (December 2014)