

# CURRICULUM VITAE



## General information

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Giulia Righi  
Viale Antonio Gramsci 35, 47522 Cesena (FC) Italy  
Phone: +39 393 3272324  
E-mail: [giuliettarighi@gmail.com](mailto:giuliettarighi@gmail.com)  
Nationality: Italian

## Work experience

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January 2009-  
present

### **Freelance translator**

Translating from English/Spanish into Italian in the following fields

Legal and financial documents

- privacy
- confidentiality agreements
- licence, trademark and shareholder agreements
- patents
- contracts
- tax law
- codes of ethics

Marketing/business

- presentations of company targets and strategies, esp. real estate industry
- brochures
- websites

Audiovisual products

- TV scripts (documentaries for Nautical Channel and Italian TV series *Squadra Antimafia*)

April 2014-  
present

### **Shop Assistant**

La Tartaruga di Gaia Righi, via Fiorentini 37, Cesenatico (FC), Italy  
(products for newborns and pregnant women)

Responsible for welcoming customers to the store. Supporting the store in meeting its sales targets by recommending products to customer.

February 2014-  
April 2014

### **Call Centre Sales Agent**

Pantamedia S.r.L., via Savio 586, Cesena (FC), Italy

Placing outbound calls for follow-ups and reaching out to prospective clients in the mobile phone sector.

August 2009-  
March 2013

### **International Expansion Manager Assistant**

[www.soloaffitti.it](http://www.soloaffitti.it) Solo Affitti Spa, via Tortona 190, Cesena, Italy ; Solo Arrendamientos  
[www.soloalquilere.es](http://www.soloalquilere.es) S.L., Plaza de la Reina 12, 1° 46001 Valencia (Real Estate Franchise)

Translating legal and commercial texts from/to Spanish and English.

Translating and localizing from Italian into Spanish and English the advertising content used in the Italian market: website, print campaigns and web campaigns (mainly SEO and PPC) to make it suitable for its use in foreign markets.

Liason Interpreting from/to Italian, English and Spanish during meetings with foreign partners and lawyers.

Managing the correspondence between the Italian head office and the Spanish branch.

Managing and translating (from Italian into Spanish) the content of the e-learning platform used by Spanish franchisees.

Development, preparing of educative materials and lecturing of sales and communication techniques courses for the Spanish franchisees.

Market researches in order to identify business opportunities throughout Europe and South America.

August -  
November 2008

### **Audiovisual Translator – Internship**

[www.traduccionessimposibles.com](http://www.traduccionessimposibles.com) Traducciones Imposibles VLC, C/Conde Altea 3, pta 12, 46005 Valencia (Spain)

Translating from English/Spanish into Italian TV and movie scripts for subtitling and dubbing.

January-  
April 2008  
[www.bronchicom.com](http://www.bronchicom.com)  
[bustibili.com](http://bustibili.com) **Secretary and Translator**  
Bronchi Combustibili srl, via Siena 355 Bertinoro (FC), Italy  
Creating invoices, filing receipts and dealing with all financial documentation. Translating documents and letters from/to English and Italian.

September-  
December 2007  
[www.glossomath.com](http://www.glossomath.com)  
[eia.com](http://eia.com) **English and Spanish Teacher**  
Teaching English and Spanish to children, adolescent and adults in preparation for the exams of foreign language certificates (Trinity and DELE)

## Education and training

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April 2011  
Solo Affitti Spa, via Tortona 190, Cesena, Italy  
In-company training course "Time Management"

June 2011  
Solo Affitti Spa, via Tortona 190, Cesena, Italy  
In-company training course "Negotiation and objection-handling techniques"

February 2012  
Solo Affitti Spa, via Tortona 190, Cesena, Italy  
In-company training course "Public Speaking"

January 2008 –Alma Mater Studiorum – University of Bologna  
January 2009 Advanced School of Modern Languages for Interpreters and translators,  
[www.masterst.sitec.unibo.it](http://www.masterst.sitec.unibo.it) Forlì (FC), Italy

### **Master Degree in Screen Translation.**

Translation for dubbing, subtitling, voice-over, videogames and websites localisation.

Languages: Spanish, English

2003-2007  
[www.ssit.unibo.it](http://www.ssit.unibo.it) Alma Mater Studiorum – University of Bologna  
Advanced School of Modern Languages for Interpreters and translators,  
Forlì (FC), Italy

**Degree in Translation and Liaison Interpreting.** Final grade: 106/110.

Languages: Spanish, English.

2005-2006      Universidad de Málaga, Spain  
[www.uma.es](http://www.uma.es)  
 School of Translation and Documentation  
 Erasmus Exchange Programme scholarship.

1997-2002      School of Foreign Languages "G.B. Morgagni"  
[www.liceoclassico  
 forli.it](http://www.liceoclassicoforli.it)      Forli' (FC), Italy  
 Equivalent to A levels. Final grade 90/100  
 Languages: English, French, Spanish

## Language skills

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	Written	Spoken
Italian	mother tongue	mother tongue
Spanish	excellent	excellent
English	excellent	excellent
French	good	good
Greek	elementary	good

## Computer skills

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Highly skilled in the use of computer and technological devices. Excellent knowledge of Microsoft Word, Microsoft Excel and Microsoft Power Point 2003, 2007 and 2010, Internet Explorer 8, Mozilla Firefox, Google Chrome. Basic knowledge of Adobe Photoshop Elements, Illustrator and Fireworks.

## Certifications

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D.E.L.F. Certificate      D.E.L.F B2 Certificate in French  
 Diploma of French as a foreign language. Intermediate level  
 Forli' (FC), Italy 2001

FIRST  
 CERTIFICATE      Cambridge First Certificate in English  
 Diploma of English as a foreign language. Intermediate level.  
 Rimini (RI) Italy, 2001

## Personal experiences

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October 2001	Cultural-Linguistic exchange, 'Ulenhof College, Doetinchem, Netherlands.
October 1999	Cultural-Linguistic exchange, Lycée Ambroise Pare de Laval, France.

## Hobby and other information

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February 2014      Personal Art Exhibition at Moquette Bar, Forli', Italy

[www.giuliarighi.weebly.com](http://www.giuliarighi.weebly.com)      Exhibition of ink portraits

My graduate work, my international background, as well as my professional experience granted me a substantial ability to adapt to different situations and environments. I consider myself a conscientious, enthusiastic and highly motivated person who is reliable, responsible and hard working. Possessing excellent communication and interpersonal skills and the proven ability to achieve targets and results. Flexible within the working environment and able to adapt quickly and positively to challenging situations whilst remaining calm, focused and positive. Mature with an outgoing, friendly personality who enjoys the challenge of working under pressure either independently or as a member of a team.

## Translation rates (per word)

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	Euro €	Pound £	Dollar \$
EN > IT	0,06	0,05	0,08
ES > IT	0,06	0,045	0,08
IT > ES	0,06	0,045	0,08

References are available upon request.