

## Curriculum Vitae

### Sworn translator and Interpreter

**Viktoria Keil**

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### *Personal facts*

*Birth date:* 17/02/1977

*Nationality:* German

### *Languages*

*German:* mother tongue

*Russian:* mother tongue

*English:* fluent

*Italian:* fluent

*French:* basic

### *Work Experience*

*From May 2013 – Austrian Embassy in Rome – Translation of different texts from Italian in German and vice versa and administration work.*

*From January 2005 – freelance translator: translation of legal texts.*

*March 2007 – April 2008: **The Italian Constitutional Court**, Rome, Italy – *Comparative Law Section*.*

*Activities: research in comparative law with particular concentration in constitutional, criminal, fiscal, administrative and civil law; analysis and periodical reports on the current activities of the German Constitutional Court; collaboration with the press office of the Court; translation work of various types of dense and complex legal texts.*

*January 2006 – February 2007: **Studio Legale Patti**, Rome, Italy – *Foreign Attorney*.*

*Activities: expert consultant regarding German law and comparative law; managed relations with German clients; preparation and translation of legal advisory opinions/abstracts and translation of legal acts from Italian to German and vice versa; collaboration for the translation of the Russian Civil Code from Russian to Italian; coordinated the Association for the exchange of German and Italian jurists.*

*July 2005 – September 2005: Studio Legale Bettoni, Rome, Italy - Legal Intern.*

Activities: managed relations with German clients; preparation of legal advisory abstracts on German law regarding particular cases; translated legal acts.

*February 2005 – June 2005: Rechtsanwälte Meyer M/S/L, Stuttgart, Germany – Junior Lawyer.*

Activities: Preparation of legal memoranda, pleadings, motions, and other documents for ongoing cases and settlements; preparation of legal advisory abstracts on regarding particular cases; consultation with clients in regards to pending criminal, civil and administrative law actions.

*November 2004 – February 2005: Municipality of Stuttgart, Stuttgart, Germany - Clerkship.*

Activities: Collaborated with the office of Social Assistance; Preparation of legal memoranda and other documents for ongoing cases and settlements.

*July 2004 – October 2004: Rechtsanwälte Meyer M/S/L, Stuttgart, Germany - Junior Lawyer.*

Activities: Preparation of legal memoranda and other documents for ongoing cases and settlements; preparation of legal advisory abstracts.

*March 2004 – July 2004: Criminal Court of Stuttgart, Stuttgart, Germany - Judicial Clerkship.*

Activities: Collaborated with the Prosecutor's office when trying cases against certain criminally accused; composed official reports and charges pertaining to the accused in question; represented the Prosecutor at the Criminal Court.

*October 2003 – March 2004: Civil Court of Stuttgart, Stuttgart, Germany - Judicial Clerkship.*

Activities: Assisted the civil judge; composed the official verdicts adjudicated in the civil suits.

## ***Education***

**2018 - Degree: State-certified translator and interpreter - State translator examination - Language combination German-Russian**

**2011 - Degree: State-certified translator - State translator examination - Language combination German-Italian**

**2005 – Bar Exam** in Stuttgart (Germany)

2003 – **Law degree** - University of Heidelberg (Germany) –

1998 – 1999 - Student exchange programme in the USA (Maryland).

***Information Technology Systems*** Excellent familiarity with Windows, Office Works (Word, Excel, PowerPoint), e-mail (Explorer, Netscape, Outlook).  
Familiarity of Acrobat, Trados 2018

*In accordance with the Legislative Decree 196/2003 concerning the protection of personal data, by sending this C.V., I authorize the professional recipient to collect my personal data for the purpose of personnel selection in accordance with the Legislative Decree 196/2003.*