


PERSONAL DATA Viktoria Keil

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Gender F | Date of birth 17/02/1977 | Nationality german

TARGET POSITION Freelance translator

WORK EXPERIENCE

Since 2006 Freelance sworn translator and interpreter

- Translations in the language combinations IT-DE, EN-DE, EN-RU, DE-RU, IT-RU
- Interpreting in the language combinations IT-DE, RU-DE, RU-IT
- Main areas of expertise: legal and commercial texts such as statements of claim, contracts, legal texts, judgements, indictments, resolutions and annual accounts
- Clients: Law firms, tax offices, Rome Public Prosecutor's Office, Rome District Court, translation agencies, companies and private individuals

Since May 2013 Austrian Embassy in Rome - Assistant to the Liaison Officer

Via G. B. Pergolesi, 3 - 00198 Roma (Italy)

- Translation of bilateral treaties, translations of diplomatic correspondence, requests from authorities and requests for legal assistance
- Processing of readmissions
- Preparing monthly reports and reports on the political, economic and legal situation in Italy
- Interpreting in the context of bilateral meetings
- Representation and contact with Italian authorities

March 2007 - April 2008 Italian Constitutional Court - Scientific Services - Department of Comparative Law

Piazza del Quirinale, 41 - 00187 Roma (Italy)

- Drafting of expert opinions with reference to Italian and German constitutional, criminal, civil, tax and administrative law
- Translating judgments of the Federal Constitutional Court into Italian
- Cooperation with the Press Office of the Italian Constitutional Court

January 2006 - February 2007 Law office Studio Legale Patti

Via G. B. Pergolesi, 41 - 00193 Roma (Italy)

- Drafting of expert opinions with reference to Italian and German constitutional, criminal, civil, tax and administrative law
- Advice to German clients
- Translations of legal documents from Italian into German and vice versa
- Collaboration on the translation of the Russian Civil Code into the Italian language

EDUCATION AND TRAINING

2018 State examination for translators and interpreters - language combination: German-Russian

Graduation: State-certified translator and interpreter

Saarland Ministry of Education - State Examination Office for Translators and Interpreters

2011 State examination for translators and interpreters - language combination: German-Russian

Graduation: Certified translator

Saarland Ministry of Education - State Examination Office for Translators and Interpreters

- 2011 - 2015 Postgraduate studies in law at the University Roma Tre in Rome
Università Roma Tre
- 2003 - 2005 Legal clerkship at the district court of Stuttgart
Graduation: Second state examination in law
Emphasis: Labour law
- 1999– 2003 Law studies at the University of Heidelberg
Graduation: First state examination in law
Emphasis: Labour law
- 1998– 1999 Stay in the USA within the framework of an exchange program
- 1998 Acquisition of the general higher education entrance qualification at the Heinrich-Heine-Gymnasium in Kaiserlautern

PERSONAL SKILLS

Mother tongue(s) German and Russian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Participating in conversations	Speaking coherently	
Italian	C2	C2	C2	C2	C2
State examination for translators and interpreters					
English	C2	C2	C2	C2	C1
School, self-study, stay in the USA, work experience					
French	A2	A2	A1	A1	A1
School					

A1/2: elementary language use - B1/2: independent language use - C1/2: competent language use
Common European Framework of Reference for Languages

Communication skills

- Acquired good communication skills while working at the law firm advising clients and while working at the Austrian Embassy in Rome liaising and representing the Austrian Ministry of the Interior with the Italian authorities.
- Good oral and written communication skills both in an office environment and with external interlocutors, acquired through years of experience at the Austrian Embassy in Italy and with own clients in the context of freelance work as a translator and interpreter.
- Excellent intercultural skills, acquired through long stays abroad and mediation between different cultural approaches in the course of years of experience at the Austrian Embassy.
- Good teamwork skills, acquired as an employee at the Austrian Embassy, at the Italian Constitutional Court and in the law firm.

Organizational skills

- Good organizational skills acquired through years of experience at the Austrian Embassy in Italy in independently organizing a large part of the office's tasks and while working as a freelance translator and interpreter.

- Professional skills** ▪ Quick perception, flexibility, punctuality, reliability, sense of responsibility, ability to work under pressure, motivation
- Computer skills** ▪ Good knowledge of Microsoft Office™, Trados
- Personal interests** ▪ Reading, painting, travelling