

Europass Curriculum Vitae



Personal information

First name and Surname **Claudia Carrocetto**

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Nationality Italian

Date of birth 13th January 1985

Gender Female

Work experience

Dates September 2011

Occupation or position held Freelance Translator

Main activities and responsibilities Translation English - Italian and English - Spanish of manuals for electronic equipments.

Name and address of employer VoiceArchive
Denmark

Dates August 2011

Occupation or position held Freelance Translator and Proofreader

Main activities and responsibilities Translation and proofreading English - Italian of marketing surveys.

Name and address of employer Translators Without Borders
Riyadh (Saudi Arabia)

Dates May 2011

Occupation or position held Freelance Translator

Main activities and responsibilities Translation English - Italian of a Windows Mobile 7 game.

Name and address of employer iPhone-i18n
Berlin (Germany)

Dates	May 2011
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of an organizer program.
Name and address of employer	Patrik Tanzer Czech Republic
Dates	March 2011
Occupation or position held	Freelance Translator and Proofreader
Main activities and responsibilities	Translation and proofreading English - Italian of texts related to dating websites.
Name and address of employer	Cupid Plc UK
Dates	March 2011
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of the tourist websites (such as, Nymphes Luxury Apartments and Studios, Thessaloniki Hotel Luxembourg, etc.).
Name and address of employer	Konstantina Drakou Crete (Greece)
Dates	March 2011
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of a website about online advertising industry.
Name and address of employer	CARAYTECH SA Buenos Aires (Argentina)
Dates	February 2011
Occupation or position held	Freelance Translator and Proofreader
Main activities and responsibilities	Translation and proofreading English - Italian of the application forms, the documents and the Program Guide in the frame of the European Programs "Youth in Action".
Name and address of employer	National Youth Agency Rome (Italy)
Dates	July 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of user manuals about technological products.
Name and address of employer	Educhosun, Inc. Seoul (Korea)
Dates	June 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Technical English - Italian translation about technological and cleaning products.
Name and address of employer	Agencia Lingüística Tres AL3, S.L. Santa Perpètua de Mogoda (Spain)

Dates	May 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of game descriptions for iPad, Internet, etc.
Name and address of employer	Traduccionet.com Spain
Dates	May 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian and English - Italian of business presentations, user manuals, product brochures, emails and web site keywords for an enterprise in the tourist field.
Name and address of employer	REVIEW RANK, S.A. Barcelona (Spain)
Dates	April 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of a website of a linguistic service agency.
Name and address of employer	Katafora Spain
Dates	April 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of technical texts concerning security products.
Name and address of employer	Tradúciate Castellón (Spain)
Dates	March 2010
Occupation or position held	Proofreader
Main activities and responsibilities	Proofreading Spanish - Italian of a manual of parking controlled system.
Name and address of employer	Eudald Ylla Barcelona (Spain)
Dates	March 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of the Yu-Gi-Oh! by KONAMI's user agreement.
Name and address of employer	INTAC CO., LTD Tokyo (Japan)
Dates	February 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of a Global Mobile Broadband Traffic Report.
Name and address of employer	TransCom Global Ltd. Tel Aviv (Israel)

Dates	February 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of a deal for personal funds.
Name and address of employer	KaLì di Boncompagni Katiucha Sansepolcro (AR) - Italy
Dates	January 2010
Occupation or position held	Freelance Translator and Proofreader
Main activities and responsibilities	Translation and proofreading English - Italian of a mobile phone menu.
Name and address of employer	BIAG GROUP CO., LTD. Hong Kong
Dates	January 2010
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation French - Italian of an email communication.
Name and address of employer	Janus WWI Moscow (Russia)
Dates	December 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of an advertising message about Iceland.
Name and address of employer	Royal Translations Bvba Belgium
Dates	December 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of advertising about a fashion trade show in Barcelona.
Name and address of employer	Eurolink traductors SL. Barcelona (Spain)
Dates	December 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translations and proofreading English - Italian, French - Italian and Spanish - Italian of business, technical and financial texts.
Name and address of employer	Planet Lingua, S.L. Barcelona (Spain)
Dates	November 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of noted people's famous sentences and of a little dictionary.
Name and address of employer	ITZULIKA SLL Gipuzkoa (Spain)

Dates	November 2009
Occupation or position held	Freelance Editor
Main activities and responsibilities	Editing of terms used in SMS language.
Name and address of employer	Glyph Language Services USA
Dates	October 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of different touristic, sport texts and web sites (Toprural, Artesanum.com, etc.).
Name and address of employer	Babelic applications S.L. Madrid (Spain)
Dates	September - October 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation French - Italian of "Pepita.fr", a selling and distribution website of digital and physical contents.
Name and address of employer	Traduki Paris (France)
Dates	September 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of the cosmetic and beauty magazine "BQ Magazine".
Name and address of employer	Forte Consulting, S.L. Valladolid (Spain)
Dates	September 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation from different languages (English, French and Spanish) to Italian of different kind documents.
Name and address of employer	OneHour Translation USA
Dates	September 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of opera booklet of Carlos Fuentes' novel.
Name and address of employer	AR.PEGE - Translations SPR. Belgium
Dates	August 2009
Occupation or position held	Proofreader
Main activities and responsibilities	Proofreading English - Italian of an UPS brochure.
Name and address of employer	Linguaset Ltd. UK

Dates	July 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation English - Italian of a GForge's open-source application.
Name and address of employer	Magellan International Corp. USA
Dates	July 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of the cosmetic and beauty magazine "BQ Magazine" and of different brochure for "Movistar España".
Name and address of employer	New-Global Translations USA
Dates	July 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian and French - Italian different brochures about air fresheners.
Name and address of employer	Textklinik® GmbH Germany
Dates	June - October 2009
Occupation or position held	Proofreader
Main activities and responsibilities	Proofreading Italian - French and Italian - English of the website of low bid auctions "Bigbid.com".
Name and address of employer	Pride Corporation Srl Via Aldebaran 11/a Catania (Italy)
Dates	May 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translations Spanish - Italian and English - Italian of a diploma and a resume.
Name and address of employer	The Language Corner USA
Dates	March 2009
Occupation or position held	Freelance Translator and Proofreader
Main activities and responsibilities	Translation and proofreading English - Italian of a toolbar.
Name and address of employer	SweetIM Technologies Ltd. USA
Dates	March 2009
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of the historical documentary "Los cátaros y la Corona de Aragón".
Name and address of employer	MIDORI S.A. Barcelona (Spain)

Dates	January 2009 - today
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translations English - Italian in telecommunications and transport field.
Name and address of employer	CBG Kunsult Sweden
Dates	November 2008
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of different documents in the tourism field.
Name and address of employer	Stephen McCollough Valencia (Spain)
Dates	November 2008
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation Spanish - Italian of the homepage "Heddal Stave Church" web site.
Name and address of employer	NoComprendo Language Services Valencia (Spain)
Dates	October 2008
Occupation or position held	Proofreader
Main activities and responsibilities	Proofreading and editing a brochure of a company, in the mechanical field.
Name and address of employer	Global Communicators Australia
Dates	September 2008
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translations and proofreading/editing jobs Spanish - Italian and English - Italian of brochures concerning different fields (Travels and tourism, Medicine...).
Name and address of employer	Polilingua Moldavian Republic/USA
Dates	August 2008
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translations English - Italian concerning toys user guides, instructions and stock list.
Name and address of employer	KERN Ltd - Hong Kong
Dates	May 2008 - July 2009
Occupation or position held	Receptionist
Main activities and responsibilities	Welcoming and entertaining Italian and foreign clients and management of customer relations.
Name and address of employer	Hotel del Duomo Via Etnea, 28 Catania (Italy)

Dates	2004 - 2007
Occupation or position held	Part-time Translator
Main activities and responsibilities	Translation of different kind of texts (literary, technical, and philosophical) during my university studies in the Foreign Languages and Literature Faculty of Catania. Collaboration with others colleagues and direct contact with clients in the last year.
Dates	November – December 2007
Occupation or position held	Tourist guide
Main activities and responsibilities	Preparing and carrying out tours in Spanish in a Museum.
Name and address of employer	Museu Diocesà de Barcelona - Arquebisbat de Barcelona Calle del Bisbe, 5 Barcelona (Spain)
Dates	October – November 2007
Occupation or position held	Translator
Main activities and responsibilities	Translations from Catalan to Spanish and from Spanish to Italian of documents concerning the cultural project “Mediterraneum Imperium: 1458 el fin de un sueño. La muerte del rey Alfonso el Magnánimo”.
Name and address of employer	Museu Diocesà de Barcelona - Arquebisbat de Barcelona Calle del Bisbe, 5 Barcelona (Spain)
Dates	June 2006
Occupation or position held	Receptionist (a 125-hour internship)
Main activities and responsibilities	Welcoming and entertaining Italian and foreign clients and management of customer relations.
Name and address of employer	Liberty Hotel Via San Vito, 40 Catania (Italy)

Education and training

Dates	November 2010 – July 2011
Title of qualification awarded	Advanced ESL 100, Advanced Grammar and Listening
Principal subjects/occupational skills covered	Lessons with English mother tongue teachers to improve my knowledge of English grammar, vocabulary and syntax.
Name and type of organization providing education and training	New York Language Center - Midtown 226 W 37th Street New York City, NY
Dates	January – June 2009
Title of qualification awarded	Trinity ISE II - Integrated Skills in English
Principal subjects/occupational skills covered	One-to-one lessons with English mother tongue teachers to improve my knowledge of English grammar, vocabulary and syntax.
Name and type of organization providing education and training	Trinity College London; Tuttolingue V.le Vittorio Veneto, 335 Catania (Italy)
Level in national or international classification	B2

Dates	January - May 2009
Title of qualification awarded	DALF C1 - Diploma in Advanced French Language
Principal subjects/occupational skills covered	One-to-one lessons with English mother tongue teachers to improve my knowledge of English grammar, vocabulary and syntax.
Name and type of organization providing education and training	Centre international d'études pédagogiques (CIEP); Alliance française Via Caronda, 482 Catania (Italy)
Level in national or international classification	C1
Dates	November 2008
Title of qualification awarded	DELE Superior - Diploma of Spanish as a Foreign Language
Principal subjects/occupational skills covered	Advanced knowledge of the language which allows communication in all situations requiring advanced use of the language and a knowledge of cultural background.
Name and type of organization providing education and training	Instituto Cervantes Alcalá, 49 28014 Madrid (Spain)
Level in national or international classification	C2
Dates	January - June 2008
Title of qualification awarded	Trinity ISE I - Integrated Skills in English
Principal subjects/occupational skills covered	One-to-one lessons with English mother tongue teachers to improve my knowledge of English grammar, vocabulary and syntax.
Name and type of organization providing education and training	Trinity College London; Tuttolingue V.le Vittorio Veneto, 335 Catania (Italy)
Level in national or international classification	B1
Dates	September - October 2007
Title of qualification awarded	Intensive course of Spanish language (80 hours)
Principal subjects/occupational skills covered	In-depth Spanish language course to improve my knowledge of Spanish grammar, vocabulary and syntax.
Name and type of organization providing education and training	Versión Original Gran Via de les Corts Catalanes 636, 1º 1 Barcelona (Spain)
Level in national or international classification	Attendance certificate
Dates	June - September 2007
Title of qualification awarded	Advanced French language course (60 hours)
Principal subjects/occupational skills covered	Conversation about living matters in France and international society.
Name and type of organization providing education and training	CLMA - Centro Linguistico Multimediale d'Ateneo University of Catania Via Napoli, 117 Catania (Italy)

Level in national or international classification	Attendance certificate
Dates	September 2003 - June 2007
Title of qualification awarded	Bachelors in Sciences of International Communication
Principal subjects/ occupational skills covered	Foreign languages (French and Spanish).
Name and type of organization providing education and training	Faculty of Foreign Languages and Literatures University of Catania
Level in national or international classification	105/110
Dates	2006
Title of qualification awarded	Course of Information Technology Literacy
Principal subjects/ occupational skills covered	Theoretical lessons and practices for the foundations of Operating Systems and for the use of most diffused software.
Name and type of organization providing education and training	University of Catania
Level in national or international classification	Attendance certificate
Dates	2006
Title of qualification awarded	Course of Graphics and Commercial Art
Principal subjects/ occupational skills covered	Basic knowledge of graphics technology, from manual drawing to computer-graphics.
Name and type of organization providing education and training	University of Catania
Level in national or international classification	Attendance certificate

Personal skills and competences

Native tongue **Italian**

Other languages

Self-assessment
European level ()*

French

Spanish

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User

(*) *Common European Framework of Reference for Languages*

Social skills and competences	Team spirit; excellent communication skills and interpersonal relations; excellent ability to adapt to multi-cultural environments, achieved through traveling abroad.
Organizational skills and competences	Excellent sense of organization; experience in project management; excellent ability to coordinate and to work in teams; reliable; ability to work for business objectives; diligence and punctuality; ability of filling and categorizing data; ability to organize events and activities. I have gained these abilities thanks to personal and university projects and sport experiences.
Technical skills and competences	Ability to orientate searching on the Internet; ability to welcome and manage customer relations.
Computer skills and competences	Good knowledge of Microsoft Windows™ and Microsoft Office™. Sufficient knowledge of Hotel Management Software, like Nuconga®. Basic knowledge of graphic applications, like Adobe PhotoShop™ and Paint Shop Pro. Basic knowledge of HTML.
Artistic skills and competences	Good artistic abilities thanks to works of amateur painting on paper and glass.
Other skills and competences	Excellent swimming ability achieved thanks to many years of competitive swimming.
Driving license	B
Additional information	Participation at European projects of mobility like Erasmus (3 months in France) and Leonardo da Vinci (3 months in Spain). 1-year stay in New York City.