

Name: Claudia Carrocetto
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EMPLOYMENT HISTORY

Freelance Translator and Proofreader
English, French and Spanish > Italian
English and Italian > Spanish
2008 - at the present

Translation and proofreading from English, French and Spanish into Italian, and from English and Italian into Spanish of various types of texts (tourism & travel, IT, computer & apps, publishing and advertising, marketing and financial).

Hotel Receptionist
Hotel del Duomo
Via Etnea, 28 - Catania (Italy)
May 2008 - July 2009

Front-office tasks: welcoming and entertaining Italian and foreign clients and management of customer relations.
Back-office tasks: management of bookings, room planning, supervisor of housekeepers, management of payment and invoicing.

Tourist guide and Translator
Museu Diocesà de Barcelona - Arquebisbat de Barcelona
Calle del Bisbe, 5 - Barcelona (Spain)
October - December 2007

Preparing and carrying out tours in Spanish and translating Catalan-Spanish and Spanish-Italian documents concerning the cultural project "Mediterraneum Imperium: 1458 el fin de un sueño. La muerte del rey Alfonso el Magnánimo".

Receptionist (a 125-hour internship)
Liberty Hotel
Via San Vito, 40 - Catania (Italy)
June 2006

Welcoming and entertaining Italian and foreign clients and management of customer relations.

EDUCATION

Degree Title

Faculty of Foreign Languages and Literatures
University of Catania
September 2003 - June 2007

Japanese Language Course

Japan Foundation
Madrid (Spain)
September 2015 - today

Portuguese Language Course

Casa do Brasil
Madrid (Spain)
October 2012 - June 2014

Portuguese Language Course

Instituto de Lenguas y Culturas del Mundo
Barcelona (Spain)
October 2011 - June 2012

Advanced ESL 100, Advanced Grammar and Listening

New York Language Center - Midtown
New York City (USA)
November 2010 - July 2011

Intensive course of Spanish language (80 hours)

Versión Original
Barcelona (Spain)
September - October 2007

Advanced French language course (60 hours)

CLMA - Centro Linguistico Multimediale
d'Ateneo
University of Catania
June - September 2007

Bachelors in Sciences of International Communication

Course with Japanese mother tongue teachers about the Japanese grammar, vocabulary and syntax (Elemental level - A1/ A2).

Course with Brazilian mother tongue teachers about the Portuguese grammar, vocabulary and syntax.

Course with Brazilian mother tongue teachers to introduce me to the Portuguese grammar, vocabulary and syntax.

Course with English mother tongue teachers to improve my knowledge of English grammar, vocabulary and syntax.

In-depth Spanish language course to improve my knowledge of Spanish grammar, vocabulary and syntax.

Conversation course about living matters in France and international society.

LANGUAGE SKILLS AND COMPETENCES

Native tongue:

Italian

Other languages:

English: Proficient User - Advanced (C1)
CAE - Certificate in Advanced English

Spanish: Proficient User - Proficiency (C2)
DELE Superior - Diploma of Spanish as a Foreign Language

French: Proficient User - Advanced (C1)
DALF C1 - Diploma in Advanced French Language

Portuguese: Proficient User - Advanced (C1)
CELPE-Bras - Certificate of Proficiency in Portuguese for Foreigners

PERSONAL SKILLS AND COMPETENCES

Team spirit; excellent communication skills and interpersonal relations; excellent ability to adapt to multi-cultural environments, achieved through traveling abroad.

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.

COMPUTER SKILLS AND COMPETENCES

- Microsoft Windows
- Microsoft Office
- SDL Trados Studio 2011
- Hotel Management Software (Nuconga, Passepartout)
- Excellent sense of orientation while searching on the Internet