

# Maria Giulia La Rosa

**Personal** :Italian nationality, born in Orvieto, Italy, on July 5<sup>th</sup> 1965, resident in Orvieto,Vicolo della Pace 29/a. **Italian** mother-tongue, excellent **English**, medium **Spanish**, basic **French**

**Education**: 1999, Italy - Course on **Sales Techniques for advertising agents** 1995, Italy - Course on **ISO 9001 certification on Company Quality** 1989-1995 Rome's La Sapienza University - **Faculty of Economics and Business Management** 1986-1989,England: **Cambridge Certificate of English Proficiency** , Course on **Tour Operator Selling skills**, Course on **Business Typing Skills** July 1984: **Italian High School Degree with top marks 60/60**

**Professional** : I have been a **free-lance translator** since 1990 for several companies in Italy and abroad . Particularly I worked for "Progetto Sud", an institution promoting third world development, where **the topics of my translations were related to economics and politics.**

## **Areas of Competence as a free-lance translator**

General English, Tourism and Hospitality, Travel, Education, Legal, Economics and Finance, Politics, Cinema, Sports, Instruction Manuals, Sciences, Gastronomy ,Health, Technical, Literary, Software services.

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### **Phone contact**

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Yahoo , Skype and Msn IDs available on request Can accept Paypal payments

## **Work experience**

February 2006 - Turin, Italy, **XX Winter Olympic Games** - Member of the Protocol Crew at the Palasport Olimpico in Turin

January 2002 - January 2006- Municipality of Orvieto - Conference and Events Bureau For the past four years I was **in charge of secretariat for the Local Conference Centre** (200 working days a year with events from 20 to 1000 people) and **promoted the local conference center to perspective clients** cooperating with the organization of their events . I also worked for the past four editions of **my hometown main events** such as the "Premio Barzini", an award to the best foreign correspondent of the year, and "Orvieto con Gusto", a nine-day food and wine festival in cooperation with Slow Food attracting thousands of visitors from Italy and abroad. I was in charge of: **liaison with printers, secretarial work, staff recruitment and management, hotel reservations, clients bookings and ticketing ,final accounting.**

December 1996 - December 1999 - **Sales Agent** for Studio Uno, the advertising Agency for the local daily newspaper "Corriere di Viterbo" I developed a portfolio of approximately \$ 150,000 in yearly sales, an amazing figure for a new agent in a studio that had already been operating for ten years with several agents in a small province near Rome. Apart from sales of advertising spaces, **my tasks included writing advertorials for my clients**, task which I greatly enjoyed and was greatly appreciated.

From 1985 to 1989 I lived in London, UK and worked as **:Reservation supervisor** for Italian Escapades,(1988-1989) a tour operator specializing in made-to-measure package tours to Italy . I was selling package tours over the telephone and coordinating sales office personnel. I was responding directly to the Reservation Manager. **Bilingual Secretary** for Alfred Dunhill Ltd, (1988)a corporation with business on several fronts, from luxury leather accessories, to tobacco, to menswear etc. I was working for the merchandise manager in the leather division and, besides ordinary secretarial jobs I was in charge of liaison with suppliers for spare parts and repairs as most of the suppliers were Italian. **Reservation Clerk** for Island Sun Ltd, (1985 -1988) a tour operator specialized in package tours to Islands of the Mediterranean sea. That was my first job, I started by selling package holidays over the phone to British clients . After one year I was also put in charge of booking reservations for the "Tour of Sicily" where I also looked after the hotel rooming lists and bookings and coordinated the groups in Sicily itself.

Other current activities involve my great passion for basketball, which I played in my school years. I have been a basketball official for fifteen years now and took part in International Competitions and Major League Matches. I now work on local matches

and am a qualified instructor for young officials. I have managed to conjugate my passion for this sport with my experience as an event manager: **I organize local basketball tournaments and work as a Tournament Manager with A.S. Sportevents, a company specializing in youth basketball tournaments in Italy and Spain, dealing with paperwork, bookings, accounts.**

**Below follows a List of some of my most recent translation and interpreting assignments**

#### **English to Italian most recent translation assignments**

Newsletter for Leading Company in the Micromachining Industry  
Newsletter for US Corporation in the Office Furniture and Accessories Business  
Singer's Website  
Heat Exchange Company website  
Localization projects for Anti Virus products and services  
Community Website Localization and Members' instructions  
Localization of software for rotational moulding machinery  
International Lottery Website  
Corporation's newsletter and global contest rules  
Sport Association's Official Rules for online contest  
Newsletter for company operating in the micromachining sector  
Reply to invitation to tender on CUSS equipment  
Course on EU development policy  
EU brochure on renewable energies  
US high school students' fill-in forms on family, legal and medical information  
Adverts on official tourist guide  
Credit refund procedures for charge card services  
5\* hotel & resort website  
Software Adverts and keywords  
5\* hotel description  
Bluetooth device presentation  
Terms and Conditions for charge card services  
Voice-over text of classroom management software  
Articles of Association  
Hospital Website  
Terms and conditions for online contest  
Instruction manuals for weather stations  
Press release for charge card company  
Leaflet on Chronograph operating instruction  
Survey on tax departments  
Questionnaires for Oil Company stock area personnel  
Oil Company safety training sessions  
Technology of spring coiling machinery  
Automotive keywords  
Software Instructions  
Contract Agreement for Tender in the Construction Sector  
Memorandum and articles of association  
Balance sheet Analysis  
Safety procedures for a LNG offshore terminal  
website on English Language Course Search  
website on studying English in the UK  
French radio User's manuals for 3 different models  
Instruction guide for outdoor furniture  
Several instruction leaflets for Children's toys and tools  
Irish Guide brochure for Construction Skill Certification Scheme  
University Degree and Legal Documents for students applying for placement in Italian Universities

#### **Spanish-to-Italian translation assignments**

Abstract of Court Resolution  
Restaurant Menu  
Recipes  
Abstract of Testimonies  
Daily programme of religious festivities  
Tourist information on Canary events  
Tourist Information on Spanish fiestas  
Travel website Application form instructions

#### **Italian to English translation assignments**

Report on property survey  
Master Agreement on Capital Increase and Partnership  
Check-list of automobile's electrical system faults  
Building Permit  
Power of Attorney  
Report on preliminary investigation on Competition Authority proceedings in the marine coatings sector  
Ordinary certificate of incorporation  
Art Exhibition Critic's review  
Art Gallery presentation  
divorce decree  
Exhibition Catalogue presentation  
General conditions of sale  
Hosting Company website  
Survey on e-learning in the banking sector  
Quarterly review of US Economy  
Hearings Report of EU antitrust proceedings - oil sector  
Critical review of Dietary Supplements  
Food and Wine festival Official Programme  
Marriage Certificates Birth Certificates Registry Certificates

#### **Spanish to English translation assignments**

Recipes  
Restaurant Menu  
Tourist information on sport tournaments, music events and religious events  
Tourist information on Spanish Fiestas  
School Certificates

#### **Proofreading projects**

Financial Prospectus  
Passages from City Guide  
Medical Questionnaires  
Response to Expression of interest  
Expression of interest for tender  
Legal documents  
Book on Yoga Techniques  
Obituaries  
Website on Business search for overseas Companies investing in Scotland

Interpreter for American Journalist' interviews  
Interpreter for local Electronics Factory for Visiting guests  
Interpreter for local Wine Company for Visiting tasters  
Interpreter for a Canadian Film Crew shooting in Italy