

PERSONAL INFORMATION

Lucia Ghisu

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Date of birth 02/12/1979 | Nationality Italian

WORK EXPERIENCE

08/2007–Present

Translator**English >Italian**

Spanish >Italian

Areas of expertise:

- Energy, Engineering, Contracts
- Technical (manuals)
- Marketing
- Medical equipment and devices

I have occasionally worked as a Project Manager for one of the agencies I collaborate with for holiday cover. Duties included: planning, organising and managing projects, liaising with clients and service providers, finding solutions to any issues arising in relation to the job at hand

02/05/2017–Present

English Tutor

Anglo-American Centre, Cagliari (Italy)

- One to one assistance to students of all levels and age tailored on their specific needs.
- Consolidation of grammar points of all levels
- Help with exam strategies (Cambridge Esol from Key A2 to Proficiency C2; YLE exams, British Council IELTS) in the four exam skills
- Invigilator for the Cambridge English Assessment exams of all levels

01/2010–01/2013

International Relations Manager

EnerPV S.r.l., Cagliari (Italy)

- Written and oral communication with foreign clients
- Translation of documents related to energy and in the legal and engineering fields

04/2009–10/2009

Receptionist

Hotel Stella Maris ****, Villasimius (Cagliari) (Italy)

- Welcoming clients, check-in and check-out procedures
- Issuing bills and cash management
- Accommodation sale and booking management
- Translation of menus for the hotel restaurant

01/2009–03/2009

Stage at the Secretariat of the European Parliament

Direction Général de la Traduction (Luxembourg)

- Translation of Parliament-related documents such as agendas, oral and written questions, written declarations and amendments

- Use of Cat tools and Parliament resources (Euramis, IATE)

EDUCATION AND TRAINING

09/2005–09/2007 MSc in Scientific, Technical and Medical Translation with Translation Technology

Imperial College London (United Kingdom)

- Scientific, Technical and Medical Translation: English-Italian
- Localization: English - Italian
- Translation Technology: SDLX, SDL Trados, Déjà vu, Passolo
- Machine Translation, Corpus Linguistics and Terminology Management
- Digital Publishing and Web Design

09/1998–03/2004 Degree in Foreign Languages and Literatures

University of Cagliari (Italy)

Final mark: 110/110 summa cum laude

- English language and literature studied for 4 years
- Spanish language and literature studied for 3 years
- Studied one year abroad as an Erasmus student at the University of Birmingham
- Final-year research-based dissertation on Corpus Linguistics in collaboration with the University of Lancaster

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Spanish	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Excellent communication skills with people of different ages (including children, teenagers and parents) acquired through my role as English tutor where I deal with English students on a daily basis
- Good ability to communicate effectively with people from different cultures and background acquired during my experience as an International Relations Manager where I was responsible for all communication with foreign clients

Organisational / managerial skills

- Excellent organisational skills acquired during my translating activity and during my years studying and working abroad
- Acquired the ability to work under pressure and with tight deadlines in my ten-year experience as a translator
- Developed team-leading skills in my role as English tutor mentoring new members of staff

Job-related skills

- Excellent command of the English language acquired through my studies, my work experience abroad and my constant contact with the language in my English-teaching role
- I am a member of AITI (Italian Translators and Interpreters Association) since 2014

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Basic user	Independent user	Basic user

Digital skills - Self-assessment grid

- Good knowledge of the Microsoft Package and Outlook Express
- CAT tools such as SDL Trados, SDL Passolo, MemSource and proprietary software
- Web Design tools such as Macromedia Dreamweaver
- Digital Publishing tools such as Adobe Framemaker