



## Europass curriculum vitae

### Personal information

Surname / First name	Santoro Valentina
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E-mail	<a href="mailto:info@valentinasantoro.eu">info@valentinasantoro.eu</a> <a href="mailto:svml@libero.it">svml@libero.it</a>
Website	<a href="http://www.valentinasantoro.eu">www.valentinasantoro.eu</a>
Nationality	Italian
Date of birth	04/06/1980

## Work experience

Dates	Since September 2008
Occupation or position held	Freelance Translator and Interpreter Freelance Interpreter for the European Institutions (ACI)
Main activities and responsibilities	Translation of administrative, legal, and IT marketing texts; translation of all type of marketing material, ads and brochures, meeting reports, press releases, websites; Translation and transcription of interviews, declarations, speeches from audio/video storage devices Languages: FR-IT, EN-IT, PT-IT IT-FR Conference Interpreting of congresses, conventions, general assemblies, fairs, technical/administrative/financial meetings (simultaneous, consecutive, whispering): Languages FR-IT, EN-IT, PT-IT
Name and address of employer	Valentina Santoro - Cerveteri (Rome) – until 2010 Valentina Santoro – Brussels – from 2011
Type of business or sector	Interpreting and Translation
Dates	From December 2007 to September 2008
Occupation or position held	Executive Assistant
Main activities and responsibilities	Managing of all the external communications from the Company's presidential office in Italian, English and French. Logistic and administrative organization of meeting, events and travel. Translation and revision of documents for official bid and commercial offers.
Name and address of employer	Progetti Europa & Global - Rome
Type of business or sector	Engineering company
Dates	From January 2004 to June 2007
Occupation or position held	Par time free lance Translator and Interpreter
Main activities and responsibilities	Translation of administrative, legal, and IT marketing texts; translation of marketing ads and brochures, websites and meeting reports: FR-IT, EN-IT, IT-FR, IT-EN Conference Interpreting (simultaneous, consecutive, whispering): FR-IT, EN-IT,
Name and address of employer	Valentina Santoro, Pl. Wappers 13 B-1000 Brussels
Type of business or sector	Translation and interpreting
Dates	From December 2002 to November 2007
Occupation or position held	Team leader – EMEAA Corporate and Customer services
Main activities and responsibilities	Team Leader and first point of contact for the manger of the group dealing with all the external communication with the customer in Italian, English and French. Logistic and administrative operations supporting the corporate division ( managing of sales and marketing agenda, answering enquiries and incoming telephone calls, managing of claims being the company's first point of contact) Proofreading, revision and translation of internal and external documents and parts of the website.
Name and address of employer	Pervasive Software NV - Diegem

Type of business or sector      Data Infrastructure Software company

## Education and training

### *Education*

Dates	From: 09/1998 To: 09/2002
Title of qualification awarded	Licence en Interprétation (Degree in Interpreting)
Principal subjects/Occupational skills covered	Interpreting FR-IT, EN-IT, IT-FR; Translation FR-IT, IT-FR, EN-FR, FR-EN; International and European Law; Political Economy, International and Contemporary Political Studies, History, Economical Sciences, and Sociology. Final degree thesis: FR-IT translation of a book on a comparative study on EU and US audio-visual policies and techniques. French introduction on the specific situation of Italy in this field
Name and type of organisation providing education and training	Institut Supérieur pour Traducteurs et Interprètes – Interpreting and translation school in Brussels
Dates	From: 09/1993 To: 07/1998
Title of qualification awarded	Diploma di maturità scientifica – Ind. Linguistico (Secondary school degree in science – spec. foreign languages)
Principal subjects/Occupational skills covered	Sciences and literature; foreign languages: English, French, German (last 2 years)
Name and type of organisation providing education and training	Liceo Scientifico Statale “Leonardo” – Giarre (CT)

### *Training*

Dates	From: 08/2009 To: 09/2009
Title of qualification awarded	Portuguese advanced language certificate
Principal subjects/Occupational skills covered	Portuguese language, grammar, cultural and conversational course
Name and type of organisation providing education and training	Faculdade de Letras da Universidade de Lisboa
Dates	From: 01/2008 To: 06/2009
Title of qualification awarded	Portuguese private language course
Principal subjects/Occupational skills covered	Portuguese language, grammar and cultural course
Name and type of organisation providing education and training	Private Portuguese mother-tongue professor in Rome
Dates	From 09/2006 to 09/2007
Title of qualification awarded	Romanian language certificate – Level A
Principal subjects/Occupational skills covered	Romanian language, grammar and cultural course for interpreters
Name and type of organisation providing education and training	Institut Libre Marie-Haps – Language school in Brussels

From: 09/2003 To: 06/2007

Title of qualification awarded Portuguese language certificate – Level A , B, C, and D  
Principal subjects/Occupational skills covered Portuguese language, grammar and cultural course  
Name and type of organisation providing education and training Institut Libre Marie-Haps – Language school in Brussels

Dates From: 03/2005 To: 06/2005

Title of qualification awarded Legal English and legal translation course  
Principal subjects/Occupational skills covered Comparative study of the anglo-saxon and the italian law system; EU law course; legal translation EN-IT; analysing british and european legal texts (directives, recommendations...)  
Name and type of organisation providing education and training ANCEI – Formazione e Ricerca - School for permanent education in Rome

### Personal skills and competences

Mother tongue

**Italian**

Other languages

*Self-assessment*

*European level (\*)*

**French**

**English**

**Portuguese**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

*(\*) Common European Framework of Reference (CEF) level*

Social skills and competences Good communication and rundown skills developed during the university studies. Excellent ability to adapt to multicultural environments and to teamwork developed during the working period at Pervasive Software.  
Good ability to manage stressful situations developed during the CEFORA course « Managing Aggressiveness »

Organizational skills and competences Good ability to manage projects and teamwork developed during the working period at Pervasive Software.  
Good organizational, work sharing, and logistical skills developed since working as a free lancer

Technical skills and competences Knowledge and use of Trados

Computer skills and competences Knowledge and use of MS Word, Excel, and Outlook and of the online search engines

Driving license B