



**Europass  
Curriculum Vitae**

**Personal information**

First name/ Surname **Elisa Campana**  
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Telephone +39 0432 818071 Mobile: +39 333 2958683  
E-mail elisa.campana@nonsolotraduzioni.it  
Nationality Italian  
Date of birth December 22, 1976  
Gender Female  
VAT ID IT02553970308

**Work experience**

Dates From 2001 – up to date  
Occupation or position held Full Time Freelance Sworn Translator working from Monday to Friday, 8 am to 6 pm  
Main activities and responsibilities Translations, Transcriptions and Proof reading.  
Type of business or sector Independent worker  
Principal subjects/occupational skills covered Practice as translator and proof reader from English, Spanish, German, French and Italian and viceversa for translation agencies, companies and private customers in the following areas:  
**Automotive translations:** technical documentation, user guides, marketing brochures, etc.;  
**Legal translations:** contracts and agreements, transfer of ownership, patents, adoption documents, divorce and custody documents, alimony documents, last wills and testaments, notarization, apostil (apostille), official documents (Birth Certificate, Christening Certificate, Registration Extract, Bachelorhood Certificate, Marriage Certificate, Certificate of Integrity, Certificate of Name Change, Citizenship Application, Identity Card, I.D., Passport, Driving License, Divorce certificate, Death Certificate, Citizenship Certificate, High School Diplomas, Academic Degree, Professional Training Cert., Medical Certificate, Income Authorizations, Probate, Demobilization Certificate, Certificate of Company Registration, Certificate of Company Name Change), affidavits, etc.;  
**Medical translations:** medical reports, medical files, medical certificates, medical research reports, medications notice, legal/medical reports, pharmaceutical texts;  
**Technical translations:** user manuals, operating instructions, quality control reports, installation processes, technical catalogues, technical specifications, data sheets, legal-technical documents, automotive, machinery, agricultural, mechanical and electrical engineering;  
**Financial and business translations:** balance sheets, company estimations, statistical reports, financial analysis, experts reports, various professional documents, company profile, business plan, prospectus, catalogues, press releases, economic research papers, market Surveys, investment grants, grant requests, grant application, financial reports, value assessment;  
**IT translations:** software and hardware-related document translations;  
**Telecommunications translations:** software applications, user manuals;  
**eCommerce translations:** CRM systems, financial reports;  
**Multimedia translations:** e-Learning and computer games translation;  
**Other:** cosmetics (catalogues and brochures), jewellery, questionnaires, furniture (kitchen, household appliance, information on marketing and sales techniques), sail, military army, etc.  
Dates From 2001 - 2008  
Occupation or position held Project Manager and Leader

Main activities and responsibilities	<i>Sales and Project Manager.</i>																																																																									
Type of business or sector	International Steel Plants Manufacturing Company.																																																																									
Mother tongue(s)	<b>Italian and Friulian</b>																																																																									
Other language(s)	English, French, Spanish and German																																																																									
Self-assessment	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td><b>English</b></td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> <tr> <td><b>Spanish</b></td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> <tr> <td><b>French</b></td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> <tr> <td><b>German</b></td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> </tbody> </table>										Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				<b>English</b>	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	<b>Spanish</b>	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	<b>French</b>	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	<b>German</b>	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
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<i>European level (*)</i>	(*) <a href="#"><u>Common European Framework of Reference for Languages</u></a>																																																																									
Education and training																																																																										
Dates	From 2007 - 2008																																																																									
Title of qualification awarded	Master in Project Management and Accountancy																																																																									
Name and Type of organization providing education and training	Private Body.																																																																									
Dates	From 1996 to June 21, 2006																																																																									
Title of qualification awarded	Degree in Foreign Languages. Mark 100/110.																																																																									
Name and Type of organization providing education and training	University of Udine (Italy)																																																																									
Organisational skills and competences	Team work and management of projects.																																																																									
Technical skills and competences	Deep knowledge of technical fields.																																																																									
Computer skills and competences	Microsoft Office 2007 Business (Word, Excel, Publisher, Power Point); Access 2000; CAD; Outlook Express; Netscape; Internet Explorer; Photoshop; Paint; Dreamviewer CS4; Indesign CS4/CS6; Metatexis 3.0; SDL Trados Suite Freelancer 2007; Trados Studio 2009/2011; Wordfast Pro.																																																																									
<i>Driving licence</i>	B																																																																									