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Secondary E-mail	caputodany@gmail.com
Nationality/Mothertongue	Italian
Date of birth	17 July 1981
Professional Register	Member of Camera di Commercio di Napoli , Register n. XXII Attività Varie 210 Interpreter and translator – Card number 2424

EDUCATION

- Dates September 1999 - September 2004
- Institute **University Suor Orsola Benincasa** - Napoli, Faculty of Literature, degree in Languages and Literature
- Resulting qualification University Degree
- Dates December 2004
- Institute **Associazione Italiana per l'Informatica e il Calcolo Automatico**
- Main subjects Computer usage, File administration, Text processing, Spreadsheet, Database, Presentation, Data Processing - Internet
- Resulting qualification European Computer Licence
- Dates September 1993 - June 1999
- Institute **Linguistic high school "Matilde Serao"**
18, via Carducci
80038 Pomigliano d'Arco - Napoli
- Resulting qualification Diploma
- Dates June 1997
- Institute **Trinity College London**
- Main subjects Speaking, Listening, Writing, Reading
- Resulting qualification English Course
- Score L4 Passed with Merit

WORK EXPERIENCE

- Dates 2001 - today
- Name of employer Lina Guadagni
- Type of company **Amnesty International Group 271**
- Type of work undertaken Translation
- Dates 30 March - 27 April 2006
- Dates March 2006
- Name of employer Alexander Rehm
- Type of company **86Degrees**
- Type of work undertaken Translation
- Dates 11 May - 14 May 2006
- Name of employer **CSI – International Equestrian Contest**
- Type of company Sport – Entertainment

- Dates June 2006 – September 2006
- Name of employer **Skup** – Centro Direzionale, Napoli
- Type of company Magazine
- Type of work undertaken Designer, translator

- Type of work undertaken Photography – Interpreter activity

- Dates December 2006
- Name of employer **Macro Edizioni**
- Type of company Editor
- Type of work undertaken Translation “Developing spiritual intelligence”

- Dates February 2007
- Name of employer **Deluan**
- Type of company Real Estate Company
- Type of work undertaken Website/real estate/legal translations on Canary Islands. Proofreading.

- Dates February 2007 – June 2008
- Name of employer **Cosvitec**
- Type of company Formation, research, development company
- Type of work undertaken Translation; Public Relations with non-Italian speakers; Management of International projects; Organization of Meetings (transnational and Italian); Responsible for public relations; Monitoring activity; Researches. Proofreading.

- Dates February 2007 - today
- Name of employer **OTACL – Ordine professionale dei tecnologi alimentari di Campania e Lazio**
- Type of company Professional Guild
- Type of work undertaken Employee activity; Public Relations; Office management; Coordinator for seminars and brief courses; Tutor for seminars and courses; Organization of meetings and business dinners.

- Dates April 2007
- Name of employer **MATER**
- Type of company Vocational training and development
- Type of work undertaken Conference interpreter and translator for the transnational meeting “TRADE” in Poland.

- Dates May 2007
- Name of employer **MATER**
- Type of company Vocational training and development
- Type of work undertaken Organization of the Transnational Seminary “Associazionismo e Filiere Agroalimentari dei Prodotti Tipici: stato dell’arte” – Municipal Hall in Castel Volturno, 24/05/2007 from 7:00PM to 10:00PM and responsible for the Greek delegation working at the Transnational Project “Disintensiva”. Proofreading.

- Dates May 2007
- Name of employer **Delos Magazine**
- Type of company Sci-fi magazine
- Type of work undertaken Translation of interview to Peter Jurasik (Lando Mollari in tv series “Babylon 5”). Published on “Delos 101”

- Dates September 2007
- Name of employer **Delos Magazine**

• Type of company	Sci-fi magazine
• Type of work undertaken	Translation of interview to Vernor Vinge, sci-fi writer and winner of the literary prize "Hugo" 2007. Published on "Delos 102"
• Dates	10-11-12 October 2007
• Name of employer	<u>MATER</u>
• Type of company	Vocational training and development
• Type of work undertaken	Organization transnational meeting "TRADE" for Equal Project Action 2 (EU). Responsible for Slovakian and Polish delegations. Simultaneous translation for the meeting.
• Dates	14-19 December 2007
• Name of employer	<u>Mater</u>
• Type of company	Vocational training and development
• Type of work undertaken	Organization of the transnational meeting "TRADE" for Equal Project Action 2 (EU). Interpreter for Italian delegation in Austria and Slovakia. Interpreter for transnational conference with Slovakian authorities. Organization of exchange of beneficiaries and experts between the Partners.
• Dates	January 2008
• Name of employer	<u>Delos Magazine</u>
• Type of company	Sci-fi magazine
• Type of work undertaken	Translation of interview to Robert Reed, sci-fi writer and winner of the literary prize "Hugo" 2007. Published on "Delos 104"
• Dates	February 2008
• Name of employer	<u>ILanguage</u>
• Type of company	Translation agency
• Type of work undertaken	Translation of European survey on copiers/printers used in offices. Tot. words: about: 3800
• Dates	February 2008
• Name of employer	MediaMate
• Type of company	Translation agency
• Type of work undertaken	N.2 translations. Fields: Marketing - Software.
• Dates	April 2008
• Name of employer	<u>Multimedia Languages & Marketing</u>
• Type of company	Translation agency
• Type of work undertaken	Brochure editing and proofreading.
• Dates	April 2008
• Name of employer	<u>Multimedia Languages & Marketing</u>
• Type of company	Translation agency
• Type of work undertaken	Translation of a coffee book and history of Kronberg
• Dates	April 2008
• Name of employer	<u>ACTC Translations</u>
• Type of company	Translation agency
• Type of work undertaken	Translation of a market research on cold and hot drinks to be sold in Italy.
• Dates	May 2008
• Name of employer	<u>ACTC Translations</u>
• Type of company	Translation agency
• Type of work undertaken	Translation of birth and marriage certificates.
• Dates	May 2008

<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Business Linguistics</u> Translation agency</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Translation of divorce documents. June 2008</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>TCI Translations</u> Translation agency</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Translation of press article from company Reed Elsevier. June 2008</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Mertes Translations</u> Translation agency</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Client investment profile for Swiss bank HSBC Guyerzeller July 2008</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Mertes Translations</u> Translation agency</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Translation of tax mandate form for Swiss bank HSBC Guyerzeller July 2008</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Mertes Translations</u> Translation agency</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Report content for Swiss and foreign clients. Sept. 2007 – Jul. 2008</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Studio Legale Associato Guadagni</u> Legal company</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Legal translations. 400 standard pages divided into several projects. September 2008</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Philadelphia International Medicine</u> Hospital – Research Centre</p>
<ul style="list-style-type: none"> • Type of work undertaken 	<p>Translation of medical papers (Oncology, brain scans, children's tumors). +10.000 words. September 2008</p>
<ul style="list-style-type: none"> • Dates 	<p><u>Alfredo Guida Editore srl</u> Italian editor - Library</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p>Editorial translation. Book: "Itinerari al femminile, verso il mito e la storia di Napoli" – 41 standard pages, for Rotari club and Inner Wheel International club. December 2008</p>
<ul style="list-style-type: none"> • Type of work undertaken 	<p><u>Sharma DTP</u> Translation company</p>
<ul style="list-style-type: none"> • Dates 	<p>Online gaming, poker, games, casinos. January 2009</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Mertes Translations</u> Translation company</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Translation of brochure and documents for bank HSBC Guyerzeller. April-June 2009</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Shannon Jiménez Translation</u> Translation company</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Social networking website. Editing and Localization job, 18.000 words. June 2009</p>
<ul style="list-style-type: none"> • Name of employer • Type of company 	<p><u>Akorbi</u> Translation company</p>
<ul style="list-style-type: none"> • Type of work undertaken • Dates 	<p>Translation of a certificate of incorporation (Oil Company). August 2009</p>
<ul style="list-style-type: none"> • Name of employer 	<p><u>Cosmic Global</u></p>

- Type of company Translation company
- *Type of work undertaken* Technical translation, 6000 words. Oil, lube, data sheets, compressors, etc.
- Dates November 2009
- Name of employer **Supra Translations**
- Type of company Translation company
- *Type of work undertaken* Business letters (banking, business, legal).
- Dates December 2009
- Name of employer **Euro Com**
- Type of company Translation company
- *Type of work undertaken* 37.500 words – Educational courses for managers
- Dates May 2010
- Name of employer **Markmal Translations**
- Type of company Translation company
- *Type of work undertaken* 12.000 words – Revision of tourist information
- Dates October – November 2010
- Name of employer **Cosmic Global**
- Type of company Translation company
- *Type of work undertaken* 30.000 words – Telecommunication manuals
- Dates November 2010
- Name of employer **Cosmic Global**
- Type of company Translation company
- *Type of work undertaken* Legal – Tender translation