

CURRICULUM VITAE

PERSONAL DATA

Name **DAL CASTELLO MANUELA**
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Nationality Italian
Date of birth 4TH JUNE 1972
Languages ITALIAN (MOTHER TONGUE), FRENCH - ENGLISH - GERMAN



WORKING EXPERIENCE:

2009 - ... **Ongoing cooperation with several translation houses and private concerns as a freelance translator (translation of correspondence, internet sites, documents).**

2008 Translations and interpreting in English and French at CSQA Certificazioni s.r.l. - Thiene (VI), certification body.

Translation of the whole foreign correspondence (English, French) and contacts with foreign customers at company CDG Trading srl, dealing in synthetic wine stoppers.

Ongoing cooperation with several translation houses and private concerns as a freelance translator

September 2003 - August 2007

Main Group Corporation srl (formerly Electromodul S.p.A.)
36010 Carrè (VI)

• Kind of company or sector

The Company works in the field of construction of machinery for extrusion and injection of plastic and rubber.

• Kind of job

Direct assistant of the owner with tasks of managing all the commercial contacts.

• Main tasks and responsibilities

I managed personally the editing and translation of several brochures on the machines we produced, as well as the translation in English and French of several users' manuals. I also translated the whole in-going and out-going correspondence with foreign contacts. Negotiation and consecutive interpreting in French and English.

September 2000 - August 2003

Warmplast srl - Zanè (VI)

• Kind of company or sector

Production of plastic thermoformed parts

• Kind of job

Commercial office

- Main tasks and responsibilities

Issue of offers, contact with Italian and foreign customers starting from the acquisition of the order to the delivery of goods. For some foreign markets, mainly France and Germany, I followed personally also the contact with possible customers taking part to exhibitions or with visit in their sites. Translation of the whole in-going and out-going correspondence with foreign contacts.

Negotiation and consecutive interpreting in French and German .

January 1991-August 2000

- Kind of company or sector
- Kind of job
- Main tasks and responsibilities

Forgital Italy S.p.A. - Seghe di Velo (VI)

It is the main Italian and European producer of rolled rings in steel and aluminium with more than 300 employees.

Commercial office

Responsible of after-sale service for following areas, divided into relevant periods: from 1992 to 1997 France, Spain, Belgium, Switzerland, India, Israel; from 1997 to 2000 United Kingdom, Germany, Netherlands, Sweden; from time to time Singapore, Japan, South Africa, U.S.A, Australia.

Main tasks: contact with customers or agents from the acquisition of the order to the delivery of goods. Assistance during possible quality problems.

Translation of commercial in-going and out-going correspondence in English, French and German.

Negotiation and consecutive interpreting in French and English.

INSTRUCTION AND EDUCATION	
	June 2012 – Bachelor degree in Applied Foreign Languages at University Paris X- La Défense
	September – October 2012 – Laboratories of legal translation English – Italian (The English language in contracts and Corporative documents)
	April 2008 – Certificate of Attendance at Translation Course at Company Rapitrad in Vicenza – www.rapitrad.it . Rapitrad is member of Federcentri - Federazione Nazionale dei Centri di Traduzione ed Interpretariato. Rapitrad is also Corporate Member ATA - American Translators Organisation - www.atanet.org .
	November 1990 - Course for Touristic Guide for the town of Vicenza organised by Centro Veneto per la Produttività in Vicenza
	1990 - Diploma of “Perito Aziendale e Corrispondente in Lingue Estere” (Management Expert and Foreign Languages Correspondent) at the Istituto Statale Luigi Einaudi in Verona in 1990 (score: 57/60).

PERSONAL ABILITIES AND SKILLS

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

FRENCH

- Reading ability
- Writing ability
- Oral expression ability

Excellent
Excellent
Excellent

Notes:

November 2007 – Certification DALF C2, awarded by the French Ministry of Education, corresponding to level C2 according to the official classification of the European Union,

- Reading ability
 - Writing ability
 - Oral expression ability
- Notes:
- ENGLISH**
 Excellent
 Excellent
 Excellent
- June 2007 - “CAE” certification** (Certificate of Advanced English, corresponding to level C1 according to the official classification of the European Union) at the Cambridge Esol Institute.
November 2007 - “BEC Vantage” certification, specific for commercial language

- Reading ability
 - Writing ability
 - Oral expression ability
- Notes:
- GERMAN**
 Very good
 Good
 Good
- I attended courses of basic and advanced German at the London School in Thiene for four years, obtaining the “Certificat” at the Goethe Institut in Vicenza.

RELATIONSHIP CAPACITIES AND SKILLS

Working continually in contact with persons of other countries, I learnt to live with the most different cultures and beliefs.
 Asserting that in the contact with customers the personal relationship is essential, I also dare say that I have the capacity of interacting in a positive way with the others, be them colleagues or external contacts of the company.

ORGANIZATION CAPACITIES AND SKILLS

Working in a small company or in positions including very diversified activities brought me to learn managing the time amending continually the priority order and the organization of the work itself.

TECHNICAL CAPACITIES AND SKILLS

- Certificate C2I (competence in IT) at Paris X university in 2011
- Use of PC – Windows platform (very good)
- Microsoft Office (very good)
- OpenOffice.org (very good)
- Use of internet instruments (very good)
- Use of CAT Tools: SDL Trados, Wordfast, Anaphraseus
- Editing and managing of documents with programs Adobe Photoshop and Pagemaker
- QuarkXpress
- HTML language (good)
- use of management system on AS 400
- use of management system on Data General
- typewriting
- short-hand writing (6° place at the National Contest of Short-hand Writing in Montecatini Terme in 1990).

ARTISTIC CAPACITIES AND SKILLS

I studied solfeggio and piano for 3 years.
 I attended origami, embroidery and patchwork courses, these are still among my favourite hobbies although I do not have much time available.

DRIVING LICENCE

B (cars)

FURTHER INFORMATION

Amongst my interests, I would like to stress reading novels and essays, in Italian, French or English, music and travels.
 I am REIKI second degree, this is an oriental discipline of alternative medicine.