
VALENTINA CARUSO



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SKILLS

I am a **specialized translator** with a passion for **English language teaching (TEFL)** and the world of Marketing and International Trade. I am **open, creative and eager** to take up different challenges and new opportunities, with the aim of improving. During my studies, the improvement of my **linguistic knowledge and fluency** has enabled me to develop my **communication skills** fully and thoroughly, giving me

WORK EXPERIENCE

PROJECT CARGO TRAINEE // MSC SPAIN (S.L.U.)

November 2019 – February 2020

The traineeship period at MSC Spain based in the Madrid office entailed the different activities involved in the logistical aspects of cargo shipping:

- ❖ Project cargo and maritime transport queries;
- ❖ Customer Service;
- ❖ Quotes for OOG cargo.

CERASELLA CERAMICHE ITALIA S.R.L.

September 2017 – September 2019

Family business specialized in the production of hand-painted and hand-made ceramic products. My tasks involved the following activities:

- ❖ Customer Service;
- ❖ Team managing;
- ❖ Foreign Customer Care;
- ❖ Quality Assessment;
- ❖ Social marketing.

VOLUNTEER TRANSLATOR // ERASMUSU

February 2019 – November 2019

Translation of blog posts concerning travelling, culture, art, food and music for the following language combinations: **English-Italian; Spanish-Italian; French-Italian; Portuguese-Italian.**

ERASMUS + TRANSLATION INTERN // UK CERTIFIED TRANSLATIONS

January 2019 – March 2019

Translation Agency participating in the Erasmus + Project. My tasks involved the following activities:

- ❖ Translating legal documents and other certificates such as passports, driving licenses, patents, birth certificates, academic certifications etc. for the following language combinations: **Italian-English; English-Italian; Spanish-Italian; Italian-Spanish; English-Spanish; Spanish-English.**
- ❖ Proofreading of **Italian, English, Spanish, Portuguese, French, German** translations;
- ❖ Editing & Page Layouts.

the opportunity to familiarize, collaborate and adapt myself in different working environments. I like receiving feedback from my potential supervisors in order to boost my performance and, simultaneously, learn from my mistakes. In addition, I believe in **sharing ideas and open communication** among colleagues in order to ensure the best quality for the final clients.

SOFTWARES

Translation: Matecat, Wordfast, OmegaT.

Subtitling: Aegisub, VLC, K-lite, Amara.

Page Editing, Proofreading and Writing: Microsoft Word, Open Office, Adobe Photoshop.

Others: Microsoft Office (Word, PowerPoint, Excel, Outlook) and their Mac equivalents, Google Drive, Google Documents, Citrix.

LANGUAGES

English – Proficient (**CAE** awarded in March 2011 & **Erasmus+ traineeship** in London)

Italian – Native

Spanish – Advanced (**B2** awarded in 2015 & **Traineeship experience** in Madrid)

INTERN // GENERAL HONORARY CONSULATE OF PERU OF NAPLES

October 2014 – November 2014

My experience at the Consulate of Peru was part of my BA degree curriculum. My tasks involved the following activities and were all carried out in **Spanish**:

- ❖ Registry Office;
- ❖ Electoral Registry;
- ❖ Peruvian Citizens Registry (digital archive);
- ❖ Passports and Visas;
- ❖ Power of Attorney and Consular Accountability;
- ❖ Promotion of the Peruvian History, Culture and Economy;

EDUCATION & ACADEMIC QUALIFICATIONS

ONLINE MASTER IN INTERNATIONAL TRADE // INSTITUTO SUPERIOR EUROPEO DE BARCELONA

January 2020 – Ongoing

MASTER IN AUDIOVISUAL TRANSLATION, SUBTITLING, DUBBING AND WEB LOCALIZATION // ISTRAD" & UNIVERSIDAD DE CÁDIZ

September 2019 – Ongoing

ONLINE MASTER IN GLOBAL MARKETING AND MADE IN ITALY // CENTRO STUDI "COMUNICARE L'IMPRESA" & GRUPPO ITALIA - USA

October 2018 – January 2020

MA DEGREE IN SPECIALISED TRANSLATION IN ENGLISH AND SPANISH // ISTITUTO UNIVERSITARIO "L'ORIENTALE" DI NAPOLI

October 2015 – April 2018

Final mark: 110 cum laude (with Honours)

BA DEGREE IN LANGUAGES, LITERATURES AND CULTURES // ISTITUTO UNIVERSITARIO "L'ORIENTALE" DI NAPOLI

October 2011 – April 2015

Final mark: 109/110 (Upper Honours)



MEETINGS, CONFERENCES AND WEBINARS

In order to stay on top of the latest technologies, news and advancements in my fields of interest, I attend meetings and webinars held by experts.

- ❖ SAAT "SCHOOL FOR ADVANCED TECHNOLOGIES IN TRANSLATION" // **FONDAZIONE BRUNO KESSLER** (September 2018)
– Participation Certificate;
- ❖ INSIDE IELTS: PREPARING WITH THE EXPERTS // **CAMBRIDGE ENGLISH & FUTURELEARN** – Course Completion Certificate;
- ❖ LOCALIZATION ESSENTIALS // **UDACITY & GOOGLE**.

CERTIFICATES AND QUALIFICATIONS

INVIGILATOR CERTIFICATES // **CAMBRIDGE ENGLISH**

Awarded in May 2019

These certificates were necessary for the right organization of Cambridge English Exams, which I ran in Italy, in the region of Campania. The topics I had to master were the following:

- ❖ Preparing for an Exam;
- ❖ Running an Exam;
- ❖ Dealing with Malpractice, Incidents and Inspections.

TEFL TRAINING CERTIFICATES // **PREMIER TEFL & I-TO-I TEFL (ODLQC ACCREDITED)**

Awarded in January 2019 & October 2017

- ❖ TQUK Level 5 Certificate in Teaching English as a Foreign Language (RFQ) – 170 hours;
- ❖ Teaching Young Learners - 30 hours;
- ❖ Teaching IELTS - 30 hours;
- ❖ Teaching TOEIC - 30 hours;
- ❖ Teaching Business English - 30 hours;
- ❖ Teaching English One-to-One (One-2-One) - 30 hours.