



CHIARA CICCARELLI

SALES ANALYST AND MANAGEMENT SUPPORT | CERTIFIED TRANSLATOR

DETAILS

VIA PADRE ALBERTO GRAMMATICO 52
ROME, 00144, ITALY
3923727060

CHIARA.CICCARELLI1990@GMAIL.COM
[WEBSITE](#)
[SERVLING.WEBBLY.COM](#)

DATE / PLACE OF BIRTH
25-10-1990
MASSA DI SOMMA (NA)

NATIONALITY
ITALIAN

DRIVING LICENSE
B

SKILLS

MICROSOFT OFFICE PACKAGE
CAT TOOLS
SAP-LIKE PROGRAMS
COMMUNICATION SKILLS
INTERCULTURAL AWARENESS
TIME MANAGEMENT AND PLANNING
ABILITY TO WORK IN A TEAM
FLEXIBILITY AND ADAPTABILITY
ABILITY TO WORK UNDER PRESSURE
CRITICAL THINKING AND PROBLEM SOLVING
ABILITY TO MULTITASK

LANGUAGES

ENGLISH ●●●●●
SPANISH ●●●●●
FRENCH ●●●●●

HOBBIES

COOKING, DANCING, INTERIOR DESIGN

EMPLOYMENT HISTORY

SALES ANALYST AND MANAGEMENT SUPPORT AT SIELTE S.P.A., ROME FEBRUARY 2019 – PRESENT

- ◆ Market analysis and new business opportunities monitoring and management;
- ◆ Tendering procedures follow up both for Public and Private Contracting Entities;
- ◆ Technical and Economical Bids drafting and Procurement Office relations management;
- ◆ Key Account Managers, Top Management and CEO Support in the Communication field: Marketing, Public Relations, Events, PPT Presentations, Interpreting;
- ◆ In-house translator (Legal, Certified and Sworn translations).

IN-HOUSE TRANSLATOR/CLERK—LEGAL DEPARTMENT FOR TENDERS AND CONTRACTS AT SIELTE S.P.A., ROME MARCH 2018 – FEBRUARY 2019

- ◆ Translation and certification of all the Company foreign contracts and documents;
- ◆ H&S documents collection and issuing, as well as all the Company bureaucracy necessary for the execution of the activities set out in the Frame Agreements.

TELEPHONE INTERPRETER AT EUROSTREET, BIELLA MAY 2017 – PRESENT

- ◆ Telephone interpreting for the NUE (Numero Unico per le Emergenze). Job on call, mainly during night shifts.

VAS TECHNICAL SUPPORT AT SIELTE S.P.A. - VODAFONE ITALIA, ROME JANUARY 2017 – MARCH 2018

- ◆ Business Analyst and Provisioning Consultant responsible for the management and drafting of the Company reports.
- ◆ Use of SAP-like management systems, monitoring software and Company databases, in addition to Microsoft Excel and Power Point at a very proficient level.

ENGLISH TEACHER AT UNIVERSITY OF NAPLES "FEDERICO II" - PEARSON EDUCATION PLC, NAPLES JANUARY 2016 – DECEMBER 2016

- ◆ Business English Assistant Professor at University of Naples "Federico II" - Department of Economics;
- ◆ English Teacher (course L2-1195 rep 167 del 18-03-2016 CUP B86G15001730009 in the framework of the national project "Garanzia Giovani") for students aiming at the achievement of Pearson language certificates.

TRANSLATOR AT TRANS-COM, TRANSLATED.COM, ODB TRANSLATIONS, UK, U.S., ITALY, CHINA, ISRAEL, SPAIN JANUARY 2013 – PRESENT

- ◆ Certified Translator, Proof-reader, Project Manager.
- ◆ Fields of Expertise: Legal, Medical, Technical.
- ◆ Translation of the IART (International Association of Rebreather Trainers) "Inspiration-Evolution Advanced TRIMIX CCR Course Manuals. Dive into the Future. Today" Level I-II-III, by Neil Matthews, 2011 Edition.

EXECUTIVE ASSISTANT AT EUROPEAN PARLIAMENT SECRETARIAT - ON. ENZO RIVELLINI, NAPLES JANUARY 2009 – DECEMBER 2011

- ◆ EU Parliament and General Elections Campaigns management;
- ◆ Front-office and back-office.

INTERNSHIPS

IN-HOUSE TRANSLATOR – PROOF-READER AND PROJECT MANAGER AT CERTIFIED UK TRANSLATIONS, LONDON UK MAY 2019 – DECEMBER 2016



EDUCATION

**FONDAZIONE ITALIA – USA. MINISTRY OF ECONOMIC DEVELOPMENT,
ROME**

MARCH 2017 – MARCH 2018

Degree: Master in Marketing, Communication and Made in Italy

AGT MILANO

OCTOBER 2016 – MARCH 2017

Higher Training Course for Legal Translators

UNIVERSITY OF NAPLES "L'ORIENTALE", NAPLES

OCTOBER 2015 – OCTOBER 2017

Degree: Master's Degree in Technical Translation

110/110 WITH HONOURS

UNIVERSITY OF NAPLES "FEDERICO II", NAPLES

OCTOBER 2008 – JULY 2014

Degree: Bachelor's Degree in Foreign Languages, Literatures and Cultures



EXTRA – CURRICULAR ACTIVITIES

ERASMUS STUDY AT UNIVERSITY OF CORDOBA (SPAIN)

SEPTEMBER 2012 – JULY 2013

In compliance with the Italian Ordinance No. 196 dated 30/06/2003, I hereby authorize you to use and process my personal details contained in this document.