



Europass Curriculum Vitae

Personal information

First name / Surname **Alessandro Bortolazzo**
E-mail **bortolazzo.berlin@googlemail.com**

**Desired employment /
Occupational field** **Translator, editor, proofreader, copywriter**
English > Italian
German > Italian

Work experience

Dates	July 2009 – current
Occupation or position held	Translator (English / German > Italian)
Main activities and responsibilities	Translation of interviews and articles on film and popular culture for the Italian Marie Claire
Name and address of employer	H.M.C. ITALIA S.r.l., Viale Sarca 235, 20126 Milan, Italy
Type of business or sector	Monthly magazine
Dates	September 2008 – current
Occupation or position held	Freelance journalist
Main activities and responsibilities	Writer covering arts, culture and entertainment
Name and address of employer	IL – INTELLIGENCE IN LIFESTYLE, Via Monte Rosa 91, 20149 Milan, Italy
Type of business or sector	Monthly supplement of national newspaper Il Sole 24 ORE
Dates	March 2008 – current
Occupation or position held	Private teacher for Italian
Main activities and responsibilities	Individual grammar and conversation lessons
Dates	May 2004 – January 2008
Occupation or position held	Marketing associate
Main activities and responsibilities	PR, organization of sales meetings and International trade shows, editing and proofreading of catalogues, coordination of sales reps, market researches, CRM
Name and address of employer	VISUAL BOOKS Sales Agency, Laubacher Str. 16, 14197 Berlin, Germany
Type of business or sector	Independent sales and marketing agency representing foreign art publishers and stationery companies in Germany, Austria and Switzerland
Dates	February – June 2006
Occupation or position held	Supervisor for translations into Italian
Main activities and responsibilities	Coordination of translators and final editing for diary line <i>paperblanks</i>
Name and address of employer	Hartley & Marks Publishers Ltd., Beaux Lane House, Lower Mercer Street, Dublin 2, Ireland
Type of business or sector	Stationery company
Dates	October 2003 – January 2006
Occupation or position held	Translator (English > Italian)
Main activities and responsibilities	Translation of biannual catalogue and product information sheets for diary line <i>paperblanks</i>
Name and address of employer	Hartley & Marks Publishers Inc., 3661 West Broadway, Vancouver, BC, V6R 2B8, Canada
Type of business or sector	Stationery company

Dates	April 2005
Occupation or position held	Translator (Italian > German)
Main activities and responsibilities	Translation of product information sheets and order forms for luxury line <i>GIORGIO FEDON 1919</i>
Name and address of employer	GIORGIO FEDON & FIGLI S.p.A., Via dell'Occhiale 11, 32040 Vallesella di Cadore (BL), Italy
Type of business or sector	Stationery and leather goods
Dates	July – September 2004
Occupation or position held	Assistant at the marketing & publicity department (internship)
Main activities and responsibilities	Organization of sponsoring activities with local cultural institutions, writing of short reviews in German
Name and address of employer	taz Verlags- und Vertriebs GmbH, Rudi-Dutschke-Str. 23, 10969 Berlin, Germany
Type of business or sector	National newspaper die tageszeitung
Dates	April – July 2004
Occupation or position held	Translator (English > Italian)
Main activities and responsibilities	Translation of monograph on Byzantine art in Macedonia
Name and address of employer	Editoriale Jaca Book S.p.A., Via Gioberti 7, 20123 Milan, Italy
Type of business or sector	Art publishing
Dates	December 2000 – October 2001
Occupation or position held	Assistant to the project and event managers (civilian service in lieu of military service)
Main activities and responsibilities	Organisation of local fundraising events and educational activities for the International right-to-water campaign “Contratto mondiale sull’acqua”
Name and address of employer	Ce.V.I. Centro di Volontariato Internazionale, Via Torino 77, 33100 Udine, Italy
Type of business or sector	NGO operating in South America and Africa
Dates	March – November 1999
Occupation or position held	Translator (Italian > English)
Main activities and responsibilities	Translation of tourist information files on monuments and artworks of Friuli-Venezia Giulia
Name and address of employer	Società Cooperativa Alea s.r.l., Udine, Italy (no longer existing)
Type of business or sector	Society for the enhancement of local cultural heritage

Education and training

Dates	20/21 October 2007
Principal subjects/occupational skills covered	Rhetoric in politics and everyday life
Name and type of organisation providing education and training	Friedrich-Ebert-Stiftung, Nonnengasse 11, 99084 Erfurt, Germany (Seminar held by Dr Ulrich Ulonska)
Dates	September 1994 – March 2002
Title of qualification awarded	M.A. hons in Foreign Languages and Literature (British & American Studies)
Principal subjects/occupational skills covered	British & American literature, Spanish literature, Translation (English <> Italian, Spanish <> Italian), History of theatre, German philology, Italian literature, German literature M.A. Thesis: “Man-Altered Landscape in the American West. Translation of Three Essays by Robert Adams”
Name and type of organisation providing education and training	Università degli Studi di Udine, Via Mantica 3 I, 33100 Udine, Italy
Level in national or international classification	ISCED 5A
Dates	September 1997 – June 1998
Principal subjects/occupational skills covered	British & American prose, American theatre, Translation (Italian > English), Old English (Erasmus Student Exchange Programme)
Name and type of organisation providing education and training	Swansea University, Singleton Park, Swansea, SA2 8PP Wales, United Kingdom

Dates September 1989 – June 1994
 Principal subjects/occupational skills covered Languages & literature: Italian, English, German, Spanish; History, Philosophy, Art history
 Name and type of organisation providing education and training Liceo Linguistico New Cambridge Institute, Via Cornelio Castaldi 1, 32032 Feltre (BL), Italy
 Level in national or international classification ISCED 3

Personal skills and competences

Mother tongue **Italian**

Other languages

Self-assessment

European level (*)

English

German

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Effective Operational Proficiency	C2	Mastery	C1	Effective Operational Proficiency	C2	Mastery	C1	Effective Operational Proficiency
C1	Effective Operational Proficiency	C2	Mastery	C2	Mastery	C2	Mastery	C1	Effective Operational Proficiency
B1	Threshold	C1	Effective Operational Proficiency	B1	Threshold	B1	Threshold	B1	Threshold

(*) Common European Framework of Reference for Languages

Computer skills and competences Good command of Microsoft Office tools (Word and Excel), OpenOffice 2.3, Cobra/Adress PLUS 12, SDL Trados 2007

Additional information

References available upon request:
 Hartely & Marks Publishers (in English)
 taz – die tageszeitung (in German)
 VISUAL BOOKS Sales Agency (in German)