

## CURRICULUM VITAE



***Patrizia Minervini***

### PERSONAL INFORMATION

Surname / First Name	MINERVINI Patrizia
Address	Via G. Puccini No. 5 – 24066 – Pedrengo (BG) – ITALIA
Telephone/Fax	+ 39 035 65 7427
Mobile Phone	+ 39 347 678 5044
Web Site	www.minervini-traduzioni.it
E-mail	info@minervini-traduzioni.it
VAT Number	IT02621210166
Nationalities:	Brazilian and Italian
Place and date of birth	Santo André (SP) BRAZIL on 13 January 1973
Marital Status	Married

### PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE PORTUGUESE (1<sup>a</sup> mother tongue) (A - source-target)

#### OTHER LANGUAGES

	ITALIAN ( 2 <sup>a</sup> mother tongue) (A - source-target)
• Reading skills	Excellent
• Writing skills	Excellent
• Verbal skills	Excellent
	SPANISH (B - source)
• Reading skills	Excellent
• Writing skills	Good
• Verbal skills	Good

### PROFESSIONAL ASSOCIATIONS

- Date Since 2004, member of ANITI, Italian National Association of Translators and Interpreters (*Membership No. 3281*)
- Date Since 2006, registered with the Ruolo dei Periti ed Esperti (Roll of Experts and Surveyors) at the Chamber of Commerce (C.C.I.A.A.) of Bergamo, category of translators and interpreters for the Portuguese language (*registration number 608*)

### WORK EXPERIENCE

- Date 1996 onwards (in Italy)
- Type of business or sector Sole proprietor business, "Tradport di Patrizia Minervini" : translations and interpreting.

• Main activities and responsibilities

- Technical, legal, business, advertising, tourist translations, etc.
- Proof-reading of general and specialist texts.
- Interpreting (simultaneous and for negotiations) at conferences, trade shows, business meetings.
- Portuguese language courses (at Language Schools, Companies and for private individuals) at all levels.
- Speaker in Portuguese for promotional and corporate videos.
- Customer assistance at trade shows.
- Research and coordination of collaborators for managing multi-language projects.
- Preparation and management of personalised technical glossaries for each client.

• Main clients

Italian and foreign translation agencies, important Italian companies, private language schools, publishing companies, legal firms (names can be provided on request).

• Date

1991-1992 (in Brazil)

• Type of business or sector

Clerk: proof-reader of drafts and advertising graphics at the MPA - Marketing Propaganda e Artes agency (Curitiba- PR – BRAZIL)

• Main activities and responsibilities

- Revision, correction and alignment of advertising texts.
- Graphics and illustrations of educational books.

• Client

MPA – Marketing Propaganda e Artes (Curitiba – PR – BRAZIL)

EDUCATION AND TRAINING

• Date

1992-1998

• Name and type of organisation providing education and training

University of Bergamo, Faculty of languages and foreign literature.

• Title of qualification awarded

Attended for 4 years and sat for 10 out of 19 exams (average vote 27/30)

• Date

1989-1991

• Name and type of institution providing education and training

"Dom Bosco" College (Curitiba- PR – BRAZIL)

• Title of qualification awarded

High School Diploma

SOCIAL SKILLS AND COMPETENCES

Propensity for dialogue and human contact, excellent linguistic and communication skills.  
 Born and raised in Brazil of Italian parents. Grew up in a multi-ethnic and multi-cultural environment and has always loved any type of communication: reading, writing, music (played the piano for 10 years).  
 Collaborative spirit: works alone but loves team work; manages and coordinates multi-language translation projects with colleagues of different nationalities.

ORGANISATIONAL SKILLS AND COMPETENCES

Accuracy and punctuality. Delivers translations on time (or before the deadline).  
Multi-disciplinary organisation of time.

TECHNICAL SKILLS AND COMPETENCES

Microsoft Office (Word, Excel, Powerpoint),  
Outlook, Skype, CAT Tools: Trados 6.5 Freelance, SDL 2007, Wordfast.

ARTISTIC SKILLS AND COMPETENCES

- Five years studying at the piano conservatory of "Escola de Música e Belas Artes do Paraná -Curitiba – PR – BRAZIL.
- 3 year art course at the workshop of the Brazilian painter (Leo Angelo Sperandio) – Curitiba (PR) BRAZIL.
- Pianist accompanying folkloric and sacred choirs (1987-1997).

DRIVER'S LICENCE

Holder of a "Category B" driver's licence; own car.