

# Curriculum Vitae

## Personal information

Surname / First Name	<b>Carollo Walter</b>
Address in Italy	Via De Gasperi, 87 – 36010 Zanè (VI), Italy
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Telephones	Mobile Italy: +39 335 5789391 Mobile Spain: +34 696 976849 Wired Spain: +34 928 825209
E-mail	<a href="mailto:carollo.walter@gmail.com">carollo.walter@gmail.com</a>
Nationality	Italian
Date of birth	19 May 1971

## Work experience

Dates	<b>From 1996</b>
Position	<b>Freelance translator</b>
Language combinations	English > Italian Spanish > Italian German > Italian
Fields of expertise	Economics (general, business administration, transportation, advertising, tourism, marketing, import & export); IT (general, software, hardware, electronics); Engineer (general, mechanical); Industry and technology (general, machines, electronics, automotive); Science (general, sociology, linguistics, psychology, geography, physics); Law (patents, agreements, contracts); Arts and humanities.
Clients	I cooperate with some agencies based in Italy, Germany, USA, Denmark and Spain. Furthermore I offer translation and interpreting services to private companies. References are available upon request.
Dates	<b>1989 – 1991 (during July and August)</b>
Position	<b>Entertainment organizer and chief organizer for summer camps for kids</b>
Main activities and responsibilities	Preparation and organization of summer camps for kids in a local association; preparation of play and sports activities; coordination between the organizers during the various camps with daily briefings.
Dates	<b>1992 – 1993 (each year from April to October)</b>
Position	<b>Waiter by an Italian ice-cream parlor</b> in Westerstede (Oldenburg), <b>Germany</b> ; afterwards I was in charge of a branch of the same parlor.
Main activities and responsibilities	Waiter; daily check of supplies; daily cash balance.

Dates	<b>October 1992 – April 1993</b>
Position	Part-time <b>office-worker</b> by an <b>international forwarding agent</b> in Oldenburg, <b>Germany</b>
Main activities and responsibilities	Translation and correspondence jobs from German into Italian and vice versa.
Dates	<b>From 1996 to 1998</b>
Position	<b>Office-worker in the export department</b> by an Italian company producing machine tools (toggle and screw presses, shearing machines and hydraulic punchers).
Main activities and responsibilities	Contacts with clients; participation at international exhibitions; <b>translation and proofreading</b> of business documents (product presentations, newsletters, etc.), technical texts (operation manuals and technical sheets), advertising materials (leaflets and catalogues) from German and English into Italian and vice versa; <b>interpreting</b> from German and English into Italian and vice versa during business trips, working groups, meetings, exhibitions and technical trainings.
Dates	<b>From 1998 to 2000</b>
Position	<b>Office-worker in the export department</b> by an Italian company producing injection molding machines for thermoplastics.
Main activities and responsibilities	Contacts with clients; participation at international exhibitions; <b>translation and proofreading</b> of business documents (product presentations, newsletters, etc.), technical texts (operation manuals and technical sheets), advertising materials (leaflets and catalogues) from German and English into Italian and vice versa; <b>interpreting</b> from German and English into Italian and vice versa during business trips, working groups, meetings, exhibitions and technical trainings.
Dates	<b>From 2000 to 2002</b>
Position	<b>Export area manager</b> by an Italian company dealing with air conditioning and air cleaning systems.
Main activities and responsibilities	Coordinate and increase the sale volumes through direct importers in some European countries (Portugal, Spain, France, Belgium, Ireland, United Kingdom, Germany, Denmark, Norway, Sweden and Finland); business trips to the above mentioned areas in order to check the commercial and marketing activities of the importers and to organize possible commercial and marketing actions targeted specifically for the different countries; participation and visits to international exhibitions; introduction of new products in show-rooms and in occasion of in-house trainings; preparation of reports about the market situation in the visited countries; <b>translation and proofreading</b> of business documents (product presentations, newsletters, etc.), technical texts (operation manuals and technical sheets), advertising materials (leaflets and catalogues) from German and English into Italian and vice versa; <b>interpreting</b> from German and English into Italian and vice versa during business trips, working groups, meetings, exhibitions and technical trainings.
Dates	<b>From 2002 to 2005</b>
Position	<b>Export area manager</b> by an Italian company producing accessories for gates and for industrial gates, locks, handrails, handles.
Main activities and responsibilities	Coordinate and increase the sale volumes through direct importers and agents in some countries in Europe (Germany, Switzerland, Austria, Denmark, Norway, Sweden, Finland, Poland, Romania, Hungary, Russia), in Asia (Azerbaijan, Kazakhstan, Japan, Philippines, Malaysia, Indonesia, Hong Kong) and in Australia; business trips to the above mentioned areas in order to check the commercial and marketing activities of the importers and to organize possible commercial and marketing actions targeted specifically for the different countries; organization, participation and visits to international exhibitions; introduction of new products in show-rooms and in occasion of in-house trainings; preparation of reports about the market situation in the visited countries; <b>translation and proofreading</b> of business documents (product presentations, newsletters, etc.), technical texts (operation manuals and technical sheets), advertising materials (leaflets and catalogues) from German, English and Spanish into Italian and vice versa; <b>interpreting</b> from German, English and Spanish into Italian and vice versa during business trips, working groups, meetings, exhibitions and technical trainings.

Dates	<b>From 2005</b>
Position	<b>Export area manager</b> by an Italian company producing machines and plant for bakery and pastry products. <b>Resident manager in Spain</b> from January 2007.
Main activities and responsibilities	Coordinate and increase the sale volumes through importers / distributors and agents in some countries in Europe (Spain, France, Cyprus, Greece, Turkey, Romania, Hungary, Denmark, Norway, Sweden, Finland, Poland), in the Middle East (Lebanon, Saudi Arabia, Bahrain, Qatar, United Arab Emirates), in North America (Canada, USA) in Asia (Singapore, Malaysia, Indonesia, Philippines); business trips to the above mentioned areas in order to check the commercial and marketing activities of the importers and to organize possible commercial and marketing actions targeted specifically for the different countries; organization, participation and visits to international exhibitions; introduction of new products in show-rooms and in occasion of in-house trainings; preparation of reports about the market situation in the visited countries; <b>translation and proofreading</b> of business documents (product presentations, newsletters, etc.), technical texts (operation manuals and technical sheets), advertising materials (leaflets and catalogues) from German, English and Spanish into Italian and vice versa; <b>interpreting</b> from German, English and Spanish into Italian and vice versa during business trips, working groups, meetings, exhibitions and technical trainings.

## Education

1987	English course (4 weeks) at the University of Sussex in Brighton (United Kingdom).
1988	English course (4 weeks) at the University of Sussex in Brighton (United Kingdom).
1990	Passed the final exams at the secondary school (Diploma di maturità classica) Main subjects: Italian language and literature, Latin language and literature, ancient Greek language and literature, French language and literature, history, philosophy, history of arts, mathematics, physics, chemistry, biology.
1992	German course (4 weeks) at the Ruprecht-Karls-Universität in Heidelberg (Germany).
1993	Passed the PNdS exam (Prüfung zum Nachweis deutscher Sprachkenntnisse), that certifies the required level of German to study at a German University.
1993 – 1994	4 semesters at the Carl von Ossietzky Universität in Oldenburg (Germany) Main subjects: German linguistics, English linguistics, general linguistics.
1997	English course (4 weeks) at the UCSD, University of California, San Diego (USA).
1998	Course in export trading organized by the Chamber of Commerce in Vicenza (Italy).
2000	Seminar on Incoterms and international shipping organized by Apindustria in Vicenza (Italy).
2000	MA Degree in foreign languages and literatures (IULM, Istituto di Lingue e Comunicazione, Milan, Italy) Main subjects: German studies, English studies, Italian language and literature, linguistics, applied linguistics, comparative linguistics, German philology, translation studies, psychology, sociology.
2005	Spanish course (4 weeks) at the FU International Academy in Santa Cruz de Tenerife (Spain).

**Personal skills and competences**

Mother tongue

Other languages

*Self-assessment*

*European level (\*)*

**English**

**Spanish**

**German**

**French**

**Italian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B1	Independent user

*(\*) Common European Framework of Reference (CEFR) level*

Computer skills and competences

Windows XP, Microsoft Office 2003, Trados 2007 (Translator's Workbench, TagEditor, WinAlign), MultiTerm 7, WordFast, Across, AnyMem, Adobe Acrobat Professional 8, etc.