

Personal information

First name / Surname: **Francesco Di Tommaso**

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E-mail: drfditomm@gmail.com

Nationality: Italian

Date of birth: 29/12/1982

LinkedIn profile: www.linkedin.com/in/francesco-di-tommaso-27a57711

Work experience

Dates 10/01/2018 →

Occupation or position held: **Founder, Project Manager and Certified Translator and Interpreter EN, FR, ES, PT < > IT at Certify Traduzioni**

Main activities and responsibilities:

- Translation project management;
- Translation of legal, financial, technical and medical documents from English, Spanish, French and Portuguese into Italian and vice versa, for LSPs, companies, law firms and individual privates;
- Certification of translations at the Court of Rome, Court of Pescara and notary offices.
- Court Interpreting services from English and Spanish to Italian
- Web translation, business and advertising translation EN, FR, ES, PT < > IT;
- Revision, proofreading, quality control;
- Web editing, blog posting;
- Web and social marketing (Google, Email marketing, Facebook, Instagram, LinkedIn);

Name and address of translation service provider: **Certify Traduzioni**, Via Trebbia 1, 65015 Montesilvano (Pescara), Italy

Type of business: Translation services

Dates 15/07/2010 - 10/01/2018

Occupation or position held: **Freelance Certified Translator EN, FR, ES, PT < > IT**

Main activities and responsibilities:

- Translation of legal, technical and medical documents from English, Spanish, French and Portuguese into Italian and vice versa, for language service providers, companies, law firms and individual privates. Certification of translations at the Court of Rome, Court of Pescara and notary offices.
- Web and app translation, business and advertising translation EN, FR, ES, PT < > IT
- Revision, proofreading and certification of translations
- Web editing, blog posting
- Web and social marketing for my business (Google, Email marketing, Facebook, Instagram, LinkedIn)

Name and address of employer: Self-employed, Largo Val Santerno, 1, 00141 Rome (Italy)

Type of business or sector: Translation services

Dates 05/03/2013 - 15/09/2017

Occupation or position held: **Legal and corporate translator**

Main activities and responsibilities:

- Translation and revision of legal documents for **ENI S.p.A.**, from English, Portuguese and Spanish into Italian and vice versa;
- Certification of translations at the Court of Rome and legalization for foreign countries at the Public Prosecutor's Office of Rome.

Name and address of employer: **Isselservice S.r.l.**,

Via Trieste 4, Loc. Ceparana

19020 Follo, La Spezia - ITALY

Type of business or sector: Legal translation services

Dates 10/05/2013 - 10/09/2015

Occupation or position held: **Legal translator from Portuguese to Italian – collaboration**

Main activities and responsibilities: Translation and certification of public records and legal documents from Portuguese to Italian

Name and address of employer: **Cidadão Europeu,**
Via Emilio Borsa, 10
20900 Monza – MB

Type of business or sector: Legal translation services

Dates 24/10/2014 - 24/11/2014

Occupation or position held: **Translator of corporate documents – collaboration**

Main activities and responsibilities: Translation of life insurance policies, general conditions of contract, medical records and information documents from English and French to Italian and from Italian into English;

Name and address of employer **NN Group Luxembourg** (ex ING Life)
3 rue Jean Piret, L-2350 Luxembourg

Type of business or sector: Legal and medical translation services

Dates 10/10/2010 - 15/01/2014

Occupation or position held: **Certified Translator**

Main activities and responsibilities: translation of legal, business, medical and technical documents from English, Spanish and French to Italian. Certification of translations at the Ordinary Court of Rome.

Name and address of employer: **Trinity School, Accademia Linguistica**
Via dei Mille, 35, 00185 Rome (Italy)

Type of business or sector: Translation

Dates 05/12/2011 - 05/06/2012

Occupation or position held: **Internship at ASI - Italian Space Agency**

Main activities and responsibilities:

- Reviewing of Internal Regulations of the Agency (Administration Regulation, HR Regulation and Accounting and Finance Regulation);
- Editing of the minutes of the Board of Directors; legal research relating to corporate relationships between ASI and its subsidiaries; linguistic consulting for correspondence with foreign companies;
- Editing reports relating to decisions taken by the Board of Directors.

Name and address of employer: **ASI - Agenzia Spaziale Italiana. (Italian Space Agency)**
Viale di Villa Grazioli, 23, 00198 Rome (Italy)

Type of business or sector: Administrative and support service activities - corporate legal issues

Dates 04/05/2011 - 10/09/2011

Occupation or position held: **Freelance Italian language teacher**

Main activities and responsibilities: Teaching Italian to English speakers (listening, reading, speaking, writing and grammar)

Type of business or sector: Teaching

Dates 08/03/2010 - 08/06/2010

Occupation or position held: **Internship at the Italian Ministry of Foreign Affairs**

Main activities and responsibilities: Receiving, analysing and filing diplomatic messages sent by Italian embassies. Updating files on political and economic relationships between Italy and U.S.A, Canada and other countries related to them (European Union, Middle East countries, etc.).

Name and address of employer: **Italian Ministry of Foreign Affairs**
Piazzale della Farnesina, 1, 00135 Rome (Italy)

Type of business or sector: Administrative and support service activities

Dates 15/09/2007 - 20/05/2008

Occupation or position held: **Employer by an insurance company**

Main activities and responsibilities Filing, receiving telephone calls from clients and translation of legal documents from English to Italian and vice versa.

Name and address of employer: **Athena Assicurazioni**

Via Verrotti, 65126 Pescara (Italy)

Type of business or sector: Filing and secretarial

Education and training

Dates 03/10/2011 - 17/11/2011

Title: **Master di specializzazione in progettazione europea e internazionalizzazione delle imprese (post-graduate course of specialization in European project management and internationalization of companies)**

Principal subjects / occupational skills: Realization of European projects; European project cycle management (PCM); analysis of SWAT and matrix of values for the study of a project; analysis of European structural funds and programmes; analysis of the compilation of annual financial statements; study of internationalization strategies of SMEs;

Name and type of organisation: SIOI - Società Italiana Organizzazione Internazionale (Non-profit organisation)

Piazza di San Marco, 51, 00186 Rome (Italy)

Dates 10/10/2005 - 15/11/2010

Title: **Laurea Specialistica in Scienze Politiche - Lingue per la Comunicazione Internazionale (Master's degree in Political Science - Foreign Languages for International Communication).**

Principal subjects: public law, constitutional law, international law, European Union law; modern/contemporary/economic history, history of political institutions, history of International Treaties, history of political doctrines.

- **English/French/Spanish for economics, politics, law and sociology.**

Occupational skills covered: mastery of English, French and Spanish jargons through the linguistic analysis of magazines, political and economic newspapers, TV shows about politics and current events.

Test of English based on the TOESP model -Test of English for Specific Purposes - testing the four language skills in specific areas, as well as the knowledge of the structures and basic terminology of economic, legal political and sociological English.

Title of the dissertation: **Aspects of English of the EU: a comparative linguistic analysis of English and French versions of EU Regulations and their Italian translations. The issue of Plain English and the Fight the Fog campaign.**

Name and type of organisation; "La Sapienza" University
piazzale Aldo Moro, 5, 00185 Roma (Italy)

Final mark: 105/110

Dates 10/10/2001 - 01/12/2005

Title: **Laurea Triennale in Traduzione e Interpretazione (Bachelor's Degree in Translation and Interpretation).**

Principal subjects / occupational skills: Translation and Interpretation from English and Spanish to Italian and vice versa of legal, technical, commercial and literary texts.

Title of dissertation: **Linguistic Relativism and Translation Issues According to Sapir-Whorf Hypothesis.**

Name and type of organisation: "G. D'Annunzio" University
viale Pindaro, 44, 65127 Pescara (Italy)

Final mark: 110/110

Personal skills and competences

Mother tongue(s) Italian

Other language(s)

European level (*)	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C1	C1	C2
French	B2	C1	B2	B2	C1
Spanish / Castilian	C1	C2	B2	B2	C1
German	A1	B1	A1	A1	A1
Portuguese	B2	C1	B2	C1	C2

Social skills and competences: Excellent interpersonal skills, very good ability to adapt to multicultural working environment, thanks to my academic studies and my studies abroad (England, U.S.A.)

Organisational skills and competences: Good organizational and problem solving skills; ability to cope with pressure, good managing skills, ability to manage a team of professionals.

Technical skills and competences:

- Excellent research and analysis skills; excellent writing skills proofreading and editing skills;
- Excellent technical and legal and business translating skills from EN, FR, ES, PT to IT. Social media and web marketing skills (Facebook Ads, Instagram, LinkedIn, Google, etc.)
- Web editing and blog posting on web pages, web content writing and editing in IT and EN.

Computer skills and competences:

- Excellent knowledge of Microsoft Office (Word, Excel, Powerpoint,) and OpenOffice (Writer, Impress, Calc).
- Perfect knowledge of CAT Tools (Trados, MemoQ, MateCat, Wordfast).
- Basic knowledge of TPM softwares for the management of small-medium translation projects
- Basic knowledge of HTML, XML and CSS.

Artistic skills and competences Music: piano (private lessons) Singing (private lessons)

Driving licence(s) B

Additional information: Registered with the Chamber of Commerce of Pescara, Italy, as Translator and with the Court of Pescara, Italy, as translator and interpreter of English Spanish, French and Portuguese.

DELE Certification (Certificate of Spanish as a Foreign Language), from Instituto Cervantes;

English language certificate awarded by International House, London;

Studies abroad:

- England (Bedford): summer 1996, Certificate of English awarded by Interational House (English Campus);
- U.S.A. (Grosse Point North, Michigan): October-November 1999, intercultural exchange and study of English;