

ALESSANDRA RICCI

interpreter, translator, event manager, sommelier

via Principe di Montfort, 1 – 34123 Trieste, Italy

ph. +39 347 4315948

e-mail: alessandraricci@gmail.com



WORK EXPERIENCE

- since 2003 **Freelance translator and interpreter**
- January–April 2022 **Comitato 3 Ottobre, Roma, www.comitatotreottobre.it**
Non-profit organization aimed at raising awareness on integration and reception of migrants, through dialogue with citizens, students and institutions.
Support to the President, management and administration. Part-time contract.
- June 2019 **Associazione culturale AnDanDes, Trieste**
Non-profit association promoting an innovative use of public green areas for young people, children and families
Editing, Organization of the **20th Anniversary of Associazione AnDanDes** at Giardino San Michele, Trieste, 14 June 2019
- May – June 2019 **Comitato Regionale dell'ENFAP del Friuli Venezia Giulia, Trieste**
Vocational training centre
Teaching “Event organizing Lab” as part of the course Power e Present – Urban creativity laboratory 2 Project A
- March 2019 **Reef Comunicazione Srl, Trieste**
Event management and Communication agency
Organizational support to “Cortinametraggio 2019” **Cinema Festival**, Cortina d'Ampezzo (BL)
- Since January 2019 **Associazione Mittelfest, Cividale del Friuli (UD)**
Italian-English interpreting and translation services (Board meetings, public meetings with guests, website, etc.)
- October 2017 **Associazione Genitori Sindrome di Williams Onlus, Fano (PU), www.agswilliams.it**
No-profit association supporting families in clinical, rehabilitative, educational, social and legal aspects of the Williams syndrome
Organization of the **final event of “The Williams Tour”**, Conference on “Understanding, facing and living William Syndrome”, Trieste, 28 October 2017
- Since April 2017 **ERSA Agenzia Regionale per lo Sviluppo Rurale, www.ersa.fvg.it**
Friuli Venezia Giulia Regional agency for rural development: body responsible for technical and scientific assistance, experimentation and research, training and updating for the transfer of innovation, dissemination, promotion of quality certification in agriculture, fisheries and aquaculture.
Language services at international fairs (Vinitaly in Verona; VinExpo in Paris, ProWine in Düsseldorf).
- March 2008 – **Key Congressi Srl, Trieste, Italy**
14 January 2019 *Event management, Translation and interpretation agency*
- Planning and organising national and international events (scientific congresses, institutional events, private events): contacts with customers, suppliers and participants, services coordination, participants’ registration and invoicing, supervising and on-site assistance, accounting, cost estimate and final balance.
- Guests’ and authorities’ management: assistance and support to the **Ceremonial Offices of Friuli Venezia Giulia Region, Presidency of the Italian Council of Ministers, Presidency of the Italian Republic**
- Language services: project manager for services of translation, interpreting and technical equipment.
- from 2005 to 2011 **Expo Mittelschool, Trieste, Italy**
Wine and food sector
Translator of texts on food and wine; Sommelier in tastings of Central and Eastern Europe typical food and wine products, workshops and training courses for the wine and food industry
- 2005, 2006, 2007 **SCS Consulting then SCS Azioninnova, Bologna, Italy**
Consultancy and training firm for businesses and public administrations
Part-time tutoring for English Language Courses for **INPS (Italian Institute of Social Insurance)** employees of Friuli Venezia Giulia Region.
- 2–15 September 2004 **Agenzia delle Entrate, Ministry of Finance, Regional Directorate of Friuli Venezia Giulia, Trieste, Italy**
Examining commission’s member, responsible for the German and English language tests
- since June 2004 **Key Congressi Srl, Trieste, Italy**
Event management, Translation and interpretation agency
Translation, Interpreting, Language and logistic support in national and international events.
- since April 2004 **Italian Sommeliers Association (A.I.S.), Milan, Italy**
Cultural association promoting wine and food connoisseurship
Translation of information material; Sommelier service in gala dinners, wine tastings, wine fairs

from 2004 to 2006 **Mittelmoda – The Fashion Award, Gorizia, Italy**
International competition for young fashion designers
Translation, Interpreting, Language support, Public relations, Logistics

since 2002 **Alpha Studio Sas, Trieste, Italy**
Event management, Translation and interpretation agency, Travel agency
Translation; Language services; Organising Secretariat, Contacts with speakers/guests, Logistics for national/international events (i.e. **FEST International Fair for Scientific Publishing in Trieste 2007, Danieli Technology Forum 2004**)

TRANSLATION, POST-EDITING and PROOF READING in English<>Italian, German>Italian, French>Italian, French>English, in fields including:

Architecture,	Environment,	Marketing,	Tourism,
Art and design,	European Union,	Politics,	Trade Unions,
Civil engineering,	Fashion,	Sailing,	Transport,
Economics,	Food and wine,	Subtitles,	Urban planning,
Energy,	Legal texts,	Swimming,	Videogames.

INTERPRETING: liaison, consecutive, simultaneous and chuchotage with the language combination English<>Italian in fields including:

Architecture,	Energy,	Food and wine,	Technology,
Art and design,	Environment,	Human rights,	Trade unions
Cinema,	EU projects and policies,	Literature,	Transport,
Economics,	Fashion,	Research and development,	Tourism.

EDUCATION AND TRAINING

I keep myself up to date on the state of the art of interpreting and translation by following continuing education classes organised by professional institutes and associations (further information provided upon request).

- 8–19 January 2024 *Cambridge Law Studio, Girton College, University of Cambridge*
Course in Legal English for law students and lawyers focusing on specialist legal vocabulary, especially contracts, companies, and negotiation, based on real documents and real cases. Attendance in trials at the Central Criminal Court of the City of London.
- January–April 2018 *Compagnia Teatrobandus, Trieste* – **Italian elocution** course: voice, speech, expressive reading
- 15 February–4 March 2016 *Area Science Park, Padriciano 99, Trieste*
Project Management course: scope, scheduling, earned value, Soft skills in PM, Economics and Finance in PM
- May 2012 *Per-Forma Srl* – **Wedding Planner** course
- September – December 2011 *University of Trieste*
Postgraduate course “**Donne, Politica e Istituzioni**” (*Women, Politics, Institutions*)
Course promoting gender culture in cultural, social and political institutions from the point of view of political science, history, sociology, economics, law, philosophy. Public speaking and EU projects.
- 17 July – 15 August 2004 *École du Bordeaux, Bordeaux, France*
Bordeaux wine course (Amateur confirmé)
- December 2003 – February 2005 *Italian Sommeliers Association (A.I.S.), viale Monza 9, Milano, Italy*
Sommelier course (Level 1,2,3)
- A.A. 1996/97 a A.A. 2002/ 03 *Scuola Superiore di Lingue Moderne per Interpreti e Traduttori, University of Trieste, Italy*
University Degree in Conference Interpreting (108/110)
Doctoral dissertation: English–Italian translation, comment and technical glossary of the swimming manual “Breakthrough swimming” by Cecil M. Colwin.
Languages: English, German, Italian Sign Language, French; Translation; Interpreting; German Philology; Linguistics, English Literature; International exchange technique and economics; European Communities Law; Medical Terminology
- July 2001 *UN (United Nations), Vienna, Austria*
Stage in **simultaneous interpreting**
- October – December 1999 *Heriot-Watt University, Edinburgh, Scotland, UK*
CIUTI (international association of university institutes with translation and interpretation programmes) exchange programme – English and German language courses; Italian/German translation and interpretation
- April – July 1999 *Heidelberg University, Germany*
ERASMUS exchange programme – German language course; Italian/German translation and interpretation
- January – September 1996 *Bell Language School, Saffron Walden, Essex, UK*
English language course

June 1996 **Certificate in Advanced English, University of Cambridge** (grade B)

1990/91-1994/95 *Liceo Classico "Luca Signorelli", Cortona (AR), Italy*
Maturità classica (54/60). School specialised in classical studies, i.e. ancient Greek and Latin, including five-year courses of Art History, English language and Computing

LANGUAGES

ITALIAN: mother tongue
ENGLISH: proficient
GERMAN: advanced
FRENCH: advanced

COMPUTER SKILLS

- MS Office: Word, Excel, Power Point (*advanced*); Access (*basic*); Libre Office; Open Office;
- Adobe Acrobat; Adobe Photoshop (*basic*), Canva;
- Videoconferencing Apps: Zoom, Microsoft Teams, Google Meet.
- Computer Assisted Translation tools: MateCat, Smartcat, SDL Trados Studio
- Interpreting platforms: KUDO, Zoom

ORGANISATIONAL SKILLS AND COMPETENCES

Good organisational and planning skills, due to the need to accommodate for many years my position as a part-time employed and as a free-lance translator/interpreter/sommelier. Negotiation skills with customers and suppliers. Work management and coordination according to priorities, schedules and logistics. Competence to select and coordinate personnel (conference stewards and stewardesses, interpreters, technicians). Decision-making and problem-solving skills. Ability to work under pressure and with speed, accuracy and discretion.

SOCIAL SKILLS AND COMPETENCES

The several experiences given by living and working in different cultural, social, and geographical environments fostered my communication and cultural mediation skills, my attitude to collaborative relationships as well as to public relations and team work.

OTHER ACTIVITIES

Professional associations: I am a member of **IAPTI, The International Association of Professional Translators and Interpreters**, and a candidate member of **Assointerpreti, Italian Association of Professional Conference Interpreters**.

I regularly translate on a voluntary basis for these NGOs and communities:

since 2004 **Babels**, www.babels.org

international network of volunteer interpreters and translators supplying interpreting services to Social Forums Translation, Interpreting in European Social Forums (Malmö 2008 and Florence 2010)

since 2020 **Comitato 3 Ottobre, Roma**, www.comitatotreottobre.it

a non-profit organization aimed at raising awareness on integration and reception of migrants, through dialogue with citizens, students and institutions.

Italian-English interpreting and translation services.

Since 2014 I am a member of **PROGETTO MEDITERRANEA**: a 6-year sailing, cultural, scientific expedition across the Mediterranean Sea, the Black Sea, the Atlantic Ocean aboard a 60-foot ketch. www.progettomediterranea.com In the framework of this Project, which has just been relaunched for the next three years (2021-2023), I am a member of the Managing Board, in particular I am the project manager for translation and editing of press releases, documents, website, etc., and work for the scientific programme and deal with the relevant institutions.

FOOD AND WINE CONNOISSEURSHIP: AIS Sommelier, Enotime wine tasting course, École du Bordeaux (Bordeaux, France), Slow Food Master on Cooking techniques, Slow Food Master on Fish, Coffee tasting course by Illy Università del Caffè (Trieste, Italy), other cooking and tasting courses.

DRIVING LICENCE: ITALIAN DRIVING LICENCE B (FOR VEHICLES TILL 3,5 Q); NAVIGATION LICENCE (ENGINE AND SAIL).

I hereby authorize the processing of my personal data – not the transfer of any personal information to a third party unless I authorize it – in compliance with Art.13 of the Italian Legislative Decree no.196/2003 and Art.13 of GDPR 679/2016.