

# VALERIA SANNA

## LINGUIST & INTERCULTURAL MEDIATOR

▣ TRANSLATION, PROOF-READING, TRADE FAIRS, COURSES, WEBSITES, EDITING, CORRESPONDENCE ▣



EN / DE / ES > IT



**PROFESSIONAL, FRIENDLY, CREATIVE, LOYAL**

In my life I haven't been always freelancer linguist: here the other occupations that made me who I am now.

### OFFICE & MORE

#### **Mühldorfer-Tankschutz (oil reservoir service), Mühldorf (DE)**

**Tasks:** Assistant in back/front office and administration: phone and mail client support and service, accountancy, agenda, offers and invoicing

#### **Tagelöhner (accountancy), Mühldorf (DE)**

**Tasks:** Secretary and accountant: our accountancy and of 2 other firms, offers and invoicing, correspondence per phone and mail, incoming goods controlling and new goods ordering, interpreting with Italy, attending in fairs and meetings

#### **Cantarella & Molteni, Cavenago B.za, (IT)**

**Tasks:** Foreign language correspondent and commercial employee: translation of business letters, communication per mail and phone, meeting with partner and clients, following the contract development, outgoing goods controlling, internet auction monitoring

#### **Beach Hotel, Corfu, (GR)**

**Tasks:** Receptionist: check in and check out, communication per email and phone, receiving clients and partners, preparation of meetings

#### **Youth club centre "Sulè", Agrate B.za (IT)**

**Tasks:** In team: research of the area for the planning of the centre, planning of rooms and spaces inside the building, contact with cultural and social organizations: municipality, associations (i.e. ARCI), recruiting of new employees and volunteers for the formation of an association. Planning and supervision of activities.