

MAURIZIO FERRAROTTI

CURRICULUM VITAE



Personal information

First name(s) / Surname(s)

Maurizio Ferrarotti

Address(es)

Italy: Via Boston 108/35, 10137 Torino
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Telephone(s)

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Fax(es)

none

E-mail

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Web site

www.maurizioferrarotti.com

Nationality

Italian

Date of birth

1/30/1965

Gender

Male

Desired employment / Occupational field

Multilingual writer, copy editor, proofreader, translator, desktop publisher

Work experience

Dates

1988-1996

Occupation or position held

Employee at Advertising & Promotion department

Main activities and responsibilities

Order entry, help desk and customer service, multilingual writer and translator

Name and address of employer

Fiat Iveco S.p.A., Viale Puglia 35 10156 Torino Italy

Type of business or sector

Commercial vehicle manufacturing

Dates

1996-now

Occupation or position held

Freelance multilingual writer, copy editor, proofreader, translator, desktop publisher

Type of business or sector

Publishing

Education and training

Dates

1979-1985

Title of qualification awarded

High School Diploma specialising in electrical engineering

Name and type of organisation
providing education and training

Istituto tecnico industriale Internazionale, Via Bonzanigo 8, 10144 Torino Italy

Dates

1998-1999

Title of qualification awarded

Certification in copywriting and editing

Name and type of organisation
providing education and training

Lindau-Il Quadrante Edizioni, Via Bernardino Galliani 2 bis, 10125 Torino Italy

Personal skills and competences

Mother tongue(s)

Italian

Other language(s)

Self-assessment

English

Spanish

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Very Good	Very Good	Very Good	Very Good	Very Good
Excellent	Excellent	Excellent	Excellent	Very Good

Social skills and competences

Extremely organised person.
 Good abilities for synthetic and global views over concrete situations.
 End-oriented work capacity.
 Problem-solving attitude.
 Responsibility, self-respect and self-reliance.
 Strong referential values of fairness, equity and dignity.
 Ability to establish and maintain good working relations with people of different national and cultural backgrounds.
 Ability to live and/or serve in hardship locations

Organisational skills and competences

Complaisance and helpfulness (gained during my work as translator).
 Self rigorousness and self discipline (gained working as a freelancer, also propagating a healthy way of living).
 Good analytical and problem-solving abilities (gained working as order entry and help desk).

Technical skills and competences

Very good knowledge on obtaining, gathering and collecting, sorting information and data (obtained during work as freelancer).
 Very good disposition to improve my language skills.
 Very good knowledge on various kinds of office and multimedia equipment, able to use it effectively or even fix some tiny problems independently.

Computer skills and competences

Good command of Windows 2000, XP, Vista. Office, Adobe PhotoDeluxe, Photoshop, WinRAR, Adobe Acrobat, Ad-Aware, Dreamweaver, Fireworks, Windows Media Player & Movie Maker, Applian FLV Player, VLC Media Player, Iomega, NTI CD & DVD Maker, Ccleaner, Picasa Web, Nitro PDF. Babylon, Trados, Reverso, L&H Power Translator.

Artistic skills and competences

Very skilled at photo retouching and creative writing.

Other skills and competences

Accomplished Basque pala pelota player.

Driving licence

B, car owner