

PERSONAL INFORMATION LEE SMITH

 VIA FABBRI 414 44124 FERRARA (FE) ITALIA

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 Leesmith1313@gmail.com

Sex MALE | Date of birth 13/06/1982 | Nationality BRITISH

PREFERRED JOB English/Italian translator and writer

WORK EXPERIENCE

(September 2010-present)

Freelance interpreter/translator and English teacher
INTERPRETI E TRADUTTORI DI LIVELLO ELEVATO
Tipo Attività / Settore ARTE, SPORT E INTRATTENIMENTO
Posizione TRADUZIONE E INTERPRETARIATO

- Writing, editing and translating online articles for various Italian organizations such as Monastero San Benedetto Norcia, Società Chestertoniana Italiana, Società di Santa Caterina)
- Teaching English to various students at various levels (beginner, intermediary, and advanced)
- Working as a translator at various functions held by the Società di Santa Caterina, Work and Service srl, ecc.
- Providing English and Italian tourist advice as an unpaid assistant at the Hostel "Il Cenacolo" Via Fabbri 414 44124 Ferrara (FE)

(August 2013-August 2014)

Receptionist and administrative assistant at: "L'Ostello Il Cenacolo" Via Fabbri 414 44124 Ferrara (FE)

- Responsible for hospitality and welcoming all arriving guests, providing translation services in particular to visiting foreigners.
- Acting as a liaison between the Italian staff and the students and guests who did not speak the same language
- Working in reception during the night shift and preparing all of the administrative paperwork such as bills to be paid, organizing the guestrooms (using Excel), ecc.
- General hotel maintenance and providing the breakfast service

(January 2014-May 2014)

Receptionist and in house technician at: Residenza Darsena via Darsena 81/A 44122 Ferrara (FE)

- In house maintenance and general support within the structure, "handy man"
- Reception work; answering the phone, dealing with residents and clients
- Accompanying potential guests to see apartments on offer, both Italians and foreigners
- Acting as a liaison between the Italian staff and the students and guests who did not speak the same language

(September 2008-August 2013)

Member of the Benedictine Community "Monastero di San Benedetto" Via Reguardati 22 06046 Norcia (PG)

- Head librarian for 5 years, organizing the vast library collection using the Dewey

system working alongside a professional librarian

- Administrative assistant to the head of the community and his adjutant: preparing circular letters, donation reports, spreadsheets and other general office duties
- Gift shop assistant: dealing directly with the public working both as a cashier and as the assistant to the manager, controlling stock, helping customers with their purchases, providing a convivial atmosphere in the shop
- Head of liturgical services and ceremonial duties: coordinating the various functions that were held throughout the church year, dealing with visiting priests and groups, ensuring the upkeep of the church

(January 2007-August 2008);

Online freelance writer:

- working mainly on SEO articles for diverse international companies

EDUCATION AND TRAINING

Anno Conseguimento 2001

DIPLOMA DI ISTRUZIONE SECONDARIA SUPERIORE CHE ERMETTE L'ACCESSO ALL'UNIVERSITA'

(graduated August 2001)

Psychology A-Level: A, English Literature A-Level: A,

English Language A Level: A, Sociology A Level: A

General Studies A/B level: C

Nome Istituto: Wigan and Leigh College

Titolo TITOLO DI ISTRUZIONE SECONDARIA SUPERIORE (SCOLASTICA ED EXTRASCOLASTICA) CHE NON PERMETTE L'ACCESSO ALL'UNIVERSITA'

Competenze Acquisite (graduated August 1998):

GCSE: English Language: A, English literature: A, French: B, Religious Studies: A, Mathematics: D, Information Technology: A, Science: B, Musical Studies: C, Geography: C

Nome Istituto Bedford High School

PERSONAL SKILLS

Mother tongue(s) English

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C/2	C/2	C/1	C/1	C/1
	Replace with name of language certificate. Enter level if known.				
French	A/2	A/2	A/2	A/2	A/2
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through working as a cashier and assistant to the shop manager at the “Corvus et Colomba” giftshop in Norcia.
- Excellent interpersonal skills acquired while working as the assistant guestmaster at the monastery of San Benedetto, Norcia. Ability to help visiting guests with their travel needs and for providing local information.
- Front desk skills gained working as a receptionist both at the Hotel “Il Cenacolo” and at the “Residenza Darsena” in Ferrara.

Organisational / managerial skills

- Ability to work efficiently as part of a team to ensure smooth running of the hotel during the high season and for special events.
- Ability to organize and keep in order the arrival of all guests and their rooms using Excel and other software gained from working at the hotel “Il Cenacolo”

Job-related skills

- A good interpersonal and customer care skill set gained from working as a cashier and assistant to the shop manager at the “Corvus et Colomba” giftshop in Norcia

Computer skills

- Excellent knowledge and regular usage of MS Office software (excel, word, PowerPoint, access, outlook, ecc) , knowledge of Adonix and Gestap software packages

Other skills

- Library cataloguing using the Dewey Decimal System, obtained the knowledge and experience over 5 years working in a vast monastic library and working closely with a professional librarian.

ADDITIONAL INFORMATION

Publications and Projects

- A portfolio of my work both as a translator and writer are available on request, as are references to the library project undertaken at the Monastero di San Benedetto Norcia.

References

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