

ALESSANDRA MICCO-ALBANESE

Boston, MA

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WORK EXPERIENCE

FREELANCE TRANSLATOR – English/Italian

May 2012 to present

San Marino Tour Service

TEAM LEADER- June 2013-August 2013

Italian based Company that organizes and manages trips abroad for young students while maintaining a focus on study and education through Warwickshire College (UK).

- Worked 2 previous summers as a Group Leader until promoted to Team Leader in 2013.
- Overall responsibility for up to 150 students as well as training of group leaders.
- Facilitation of daily seminars with focus on student orientation and familiarization of local culture and customs.
- Responsible for scheduling and coordinating excursions for the students.
- Organization of dormitories and review of logistic issues with getting students acclimated.
- Met daily with the group leaders to troubleshoot student issues and to exchange ideas and information.
- Provided mentorship to staff and program participants.
- Ensured all safety rules were implemented by staff and followed by staff and participants.
- With Director, developed and facilitated day to day, team building and closing activities.
- Prepared for new group leaders who arrived every 15 days from Italy with 150 new students.
- Provided summaries for the company on success of group leaders and made recommendations on who would be asked to return.

Freedman International

UK based marketing company

TRANSLATION EXECUTIVE – April 2013-June 2013

- Full translation services
- Proofreading
- Administration of the sourcing translation suppliers
- Managing translation supplier relationship
- Update Translation Memories
- Managing translator database

Law firm of Cialella & De Nunzio

LEGAL TRANSLATOR-Italian/English- June 2011-December 2011

- Translation of several legal texts, such as comprehensive communications and confidential information; Contracts, Pleadings, Correspondence, Witness statements, Litigations and other types of legal text.

San Marino Tour Service (France & UK)

GROUP LEADER-summer season 2011/2012

- Welcome the students at the airport and chaperoned them to destinations and group activities.

- Made certain that the students attend the local language and safety lessons.
- As first point of contact for the students ensured they were informed of what to do in the event of an emergency.
- Communicated to the students the daily schedule as organized by the team leader.
- Assisted the activity leader during his/her evening and night entertainment programs.
- Instilled enthusiasm and kept the students always focused and interested on the daily program.

Europa Library-Orientale University of Naples (Italy)
INTERNSHIP- November 2009-January 2010

- Catalogued books
- Acquired, organized and classified librarian material.

EDUCATION

PG Dip in Legal Translation - September 2012- 2013
City University of London (UK)

Master's Degree in Translation Studies- September 2011- 2012
Bangor University (UK) School of Modern Languages

Bachelors Degree in '*European and American Languages, Literatures and Cultures*'
University of Naples "L'Orientale"(IT) October 2002 – 9th May 2011

ADDITIONAL SKILLS:

Microsoft Office

Wordfast