

JESSICA SCOTTO DI SANTOLO

Gender: Female – Date of birth: Sep 3 1990 – Nationality: Italian

📍 Avenue d'Auderghem, 277, Etterbeek, 1040

☎ + 39 3394087889

✉ jessica.scottodisantolo@gmail.com



PROFESSIONAL PROFILE

Enthusiastic, dynamic and ambitious translator and interpreter. Reliable, accurate and flexible, proven ability to organise, prioritise and multi-task. Team player and quick learner. Able to work under pressure and always striving to achieve the highest standard possible, at any given task. Travelling is my passion so I am very keen on discovering new realities and new cultures. Open to relocate.

OBJECTIVES

I strive to be a reference point for interpreting and mediating issues, connecting customers of different languages and cultures.

I'm looking forward to undertake new experiences and to be involved in a public or private international environment that will allow me to use my excellent verbal and written communication skills.

LANGUAGE PROFICIENCY:

- **Italian:** native proficiency
- **English:** full professional proficiency
- **Chinese:** intermediate professional proficiency
- **French:** intermediate professional proficiency

IT SKILLS

- **Operating systems:** Windows, Mac OSX
- **Software/Applications:**
 1. Microsoft Office:
 - Word (writing, editing, formatting)
 - Excel (spreadsheets, databases, formulas, filters, formatting)
 - PowerPoint (slides, templates, animations)
 2. Internet Explorer
 3. Outlook Express
- **CMS:** working knowledge of Wordpress and Hubspot to facilitate content management in email, social media, blogging
- **Tools:** SDL Trados

PROFESSIONAL EXPERIENCE

Worldnese Translation Co. (telecommuting)

10/2016–now

Part-time translator

- Translation from English to Italian / Chinese to Italian.
- Translation materials include: education, culture, legal, tourism, science, technical, etc.
- Rendering correct concepts/meanings between source and target languages conveying clarity, tone, and style from one language into another.
- Applying language skills such as grammar, syntax, semantics, style and appropriate terminology.
- Maintaining strict confidentiality concerning clients and translated materials.

Logilux (Bruxelles, BE)

09/2017–now

Hostess & Customer Service

- Greeting guests and ascertaining guests needs.
- Maintaining constant communication between management and all other employees to provide smooth operations in an extreme high volume environment.
- Delivering a highly professional, courteous, and genuine personality and attitude toward guests and co-workers to increase an enjoyable atmosphere.
- Providing linguistic assistance to the guests.

Optimy (Bruxelles, BE)

12/2016–06/2017

Marketing Assistant & Database Specialist

- Sourcing listings, federations, associations and web tools to use for sourcing.
- Developing brand awareness and reach of new prospects.
- Coordinating marketing plan.
- Developing and improving marketing collateral, communication material, marketing campaigns, customer presentations, sales documents and upgrades.
- Producing website content (social media messages, blog articles, infographics).
- Translating materials and documents (EN-IT; IT-EN).

China Huiyuan Juice Group Ltd (Milano, IT)

05/2015–07/2015

Hostess & Sales promoter

- Greeting customers, and offering them assistance.
- Cultivate and building customer confidence by offering them products information.
- Processing payments, in any given form (checks, cash, store Credit Cards or any other CC).
- Organizing Special Events.
- Intense Team work performed in an internationally environment.
- Also functioning as linguistic help to Chinese co-workers.

EDUCATION

Università degli Studi di Milano (Milano, IT)

10/2014–07/2016

Master degree in “Languages and Cultures for International Communication and Cooperation”, curriculum in “Integration and Intercultural Communication for Institutions and Enterprises” → English and Chinese

- Final mark: 109/110.
- Main subjects: Legal and Scientific Translation EN-IT/IT-EN, English Literature & Culture, Practical Translation CH-IT/IT-CH, Chinese Literature, Contemporary Chinese Society, Policy & Culture, International and Development Economics, International Human Rights, Cultural Geography, Compared Social Systems.

Beijing Language and Culture University, 北京语言大学 (Beijing, CN) 02/2014-07/2014

Diploma in Chinese Language – intermediate (终极上)

- Courses: comprehensive Chinese, Chinese reading, Chinese listening, spoken Chinese.

Università degli Studi di Napoli “L’Orientale” (Napoli, IT)

10/2009–07/2013

Bachelor degree in “Compared Literature and Languages” → English and Chinese

- Final mark: 108/110.
- Main subjects: Chinese and English Culture, Linguistic, Literature, Translation & Philology, Politics and Economics of East Asia, China's Judicial System, History of Asia.