



## Curriculum Vitae Europass

### Personal information

Name(s) / Surname(s) **Loretta De Nardi**  
Address(es) Strada comunale della Geromina 21/A, 33077 Sacile (PN), Italy  
Telephone(s) +39 0434 733364 Mobile phone: +39 339 7063784  
Fax +39 0434 314759  
E-mail [info@lorettadenarditraduzioni.it](mailto:info@lorettadenarditraduzioni.it), [loretta.denardi@pec.it](mailto:loretta.denardi@pec.it)  
Nationality Italian  
Date of birth 10/05/1967  
Gender Female

### Desired employment/ Professional sector

### Professional experience

Dates From June 2011 up to today  
Work or position held Expert in the category of Translators and Interpreters  
Main activities and responsibilities I carry out sworn and authenticated translations in the legal and commercial sectors, and I provide telephone, dialogue, and consecutive interpreting services from and into Russian and English.  
Name and address of the employer **Court of Pordenone**, Piazza Giustiniano 7, 33070 Pordenone, Italy  
Type of activity or sector Voluntary jurisdiction

### Professional experience

Dates 03/2008 – 03/2012  
Work or position held Freelance technical and editorial translator  
Main activities and responsibilities As a consultant, I translated into Russian the notes from the company catalogs, the technical data sheets related to the products, and the texts published on the company website. I managed the correspondence in Russian for the company and provided telephone, negotiation, and consecutive interpreting services from and into Russian in the commercial and technical sectors.  
Name and address of the employer **Fazioli Pianoforti s.r.l.**, Via Ronche 47, 33077 Sacile, Pordenone, Italy  
Type of activity or sector Design and production of grand and concert pianos

### Professional experience

Dates 07/1997 – 12/2019  
Work or position held Language mediator  
Main activities and responsibilities During my professional activity as a language mediator, I held increasingly complex organizational positions in an international operational context, which allowed me to acquire in-depth knowledge of the products dealt with and enables me today to identify, define, and implement communication strategies consistent with the product/market, but also to develop managerial flexibility derived from having worked in various contexts and roles.  
The position I held at Tomasella Industria Mobili involved the planning, organization, and management of all aspects of communication activities – both institutional and product-related – aimed at developing the European and international sales network.  
The external relations between the parent company, its foreign branches, and clients operating mainly on the Russian Federation and the CIS market fell under my responsibility.

## **RELATIONAL MARKETING, ORGANIZATION, MANAGEMENT CONTROL**

### **Main responsibilities:**

- Implementation of the corporate marketing plan aimed at the development of the European and international network, based on the overall market trends and sales objectives, as well as the creation of synergies with local business communities managed with different characteristics by partners and clients.
- Evaluation of collaboration requests from new clients, analysis of the client's profile to identify their potential and specific needs through interviews and direct or telephone conversations during the start-up phase, also utilizing classifications and statistical data related to the market segments addressed, published by research centers, and specialized websites.
- Promotion of customer relations, development of negotiations in writing and by phone, starting from the presentation of products and the sending of sales conditions and offers up to the placement of orders.
- Network monitoring and consulting activities during the pre- and post-sales phase, with particular attention to the quality of the products and services provided, as well as the verification and resolution of claims.

## **PROJECT MANAGEMENT**

### **Main responsibilities:**

- Promotion in collaboration with the sales management of networking projects aimed at redefining and developing the European and international network through the identification and setting up of new locations (flagship stores, shops-in-shop) and the definition of the related commercial target.
- Development of projects related to new outlets, both during the preliminary concept phase, coordinating the exchange of information between the design office and the client, and during the operational phase of processing order specifications in collaboration with the sales manager, the client, and dedicated technical staff; verification of orders fulfillment within the established expiry and closure of the project according to the contract, including any claims.

## **INSTITUTIONAL COMMUNICATION, JOURNEY PLANNING**

### **Main responsibilities:**

- Update of the contacts agenda of the sales director, providing consultancy in planning business travels aimed at search and development of new markets.
- Participation in international trade fairs with front office duties, consultancy activities, and coordination during the organizational phase in collaboration with the sales management, with particular attention to management of relationships with involved parties (clients, guests, local authorities, institutions, media) and the preparation of materials and printed items (institutional mailing, press kit).

## **ON THE JOB TRAINING**

### **Main responsibilities:**

In collaboration with the sales management, organization of promotional trips, educational tours, and masterclasses aimed at training personnel working in foreign branches and clients during the start-up phase. The activities, based on both innovative and traditional training methods and tools, involve strong engagement of the participants in the phase of defining training needs and resource development programs, and are intended to export the Italian sales culture adapted to the specificities of the markets.

## **INTERLINGUISTIC MEDIATION**

### **Main responsibilities:**

Interlinguistic mediation services from and to the Russian and English languages in the following formats:

- writing up of routine correspondence
- direct and telephone meetings and interviews
- business translations: commercial cooperation, request for collaboration, request for quotation, supply conditions, payment methods, contract sending, bank guarantee, letter of credit, estimate, order confirmation, invoice sending, payment reminder, customs declaration, customs inspection, return letter, certificate of guarantee, performance bond, certificate of receipt, certificate of compliance, complaint, advertising and commissions, company presentation, invitation of delegation, exhibition organization, invitation to exhibition, letter of invitation, letter of thanks, representative appointment, office relocation, sponsorship request, license application, license issuance;
- translation of corporate and legal documents: establishment of a new company, by-laws, agenda, minutes of meeting, supply contract, purchase and sale agreement, purchase contract, lease agreement, financing agreement, annex to the contract, agreement, convention, financial statements and explanatory notes, power of attorney, dispute, arbitration procedure, insurance

- policy, bank guarantee, deed of transfer, deed of acceptance;
- technical translations: price lists and product data sheets;
- advertising translations: notes from catalogs and brochures, texts for corporate website;
- telephone interpreting
- negotiation interpreting
- consecutive interpreting
- proof-reading

Name and address of the employer **Tomasella Industria Mobili s.a.s.**, Via Ungaresca 16, 33070 Brugnera, Pordenone, Italy  
 Type of activity or sector Production of wooden furniture, furniture sector

## Professional experience

Dates 11/1996 – 07/1997  
 Work or position held Executive secretary  
 Main activities and responsibilities Telephone contacts with the European and international sales network, management of commercial correspondence in Russian and English, automated order processing, logistics organization, issuance of transport documents and invoicing, data entry, clients records management.

Name and address of the employer **Camel International S.r.l.**, Via per Sacile 156, 31010 Francenigo, Treviso, Italy  
 Type of activity or sector Production of wooden furniture, furniture sector

## Education and training

Dates 11/2012  
 Title of the qualification awarded DELF – Diplôme d'Études en Langue Française  
 Main themes/professional skills possessed French language and culture, listening, reading, spoken interaction, spoken production, written production. Final evaluation: 73.50/100.

Name and type of the organization providing education and training **Alliance Française de Venise**, San Marco 4939, 30124 Venice, Italy

Level in the national or international classification Language diploma, ISCED 5B

Dates 02/2002  
 Title of the qualification awarded DBE - Diploma Básico de Español como lengua extranjera  
 Main themes/professional skills possessed Spanish language and culture, listening, reading, spoken interaction, spoken production, written production. Final evaluation: reading and written production: 29.92/45; grammar and vocabulary: 17.33/20; listening, spoken interaction and spoken production: 33.50/45.

Name and type of the organization providing education and training **Istituto Cervantes**, Alcalá 49 – 28014 Madrid, Spain

Level in the national or international classification Language diploma, ISCED 5B

Dates 07/1996  
 Title of the qualification awarded Parliamentary assistant  
 Main themes/professional skills possessed Typing and word processing in Cyrillic and Latin characters, production and editing of institutional documents, management (basic notions), psychology, office duties, professional etiquette, image.

Name and type of the organization providing education and training **International Learning Centre, Russia Ministry of Foreign Affairs College**, Malyj Tatarskij per. – 113184 Moscow, Russian Federation

Level in the national or international classification Specialization diploma, ISCED 5B

Dates 09/1985 – 02/1995  
 Title of the qualification awarded Degree in Foreign Languages and Literatures. Grade obtained: 110 out of 110 with honors.  
 Main themes/professional skills possessed Russian language and literature, English language and literature, Italian language and literature, Slavic philology, modern and contemporary Italian literature, comparative history of modern literature, history of Eastern Europe, history of contemporary art, history of theater and entertainment.

Degree thesis: "The Cherry Orchard in the Scene of the Twentieth Century". The thesis, of a historical-literary nature, ranges in the narrative style from the biography of K.S. Stanislavski to the reconstruction

of the first staging of the play at the Moscow Art Theatre in 1904, carried out on a comparative analysis of the text of the play and Stanislavski's directorial notes, integrated with original photographic materials from the historical archive of the Theatre, and explores the major productions from the pre- and post-Soviet period, ultimately arriving at the mises en scène by Luchino Visconti and Giorgio Strehler in the chapters dedicated to A.P. Chekhov's theatre in Italy, as well as those by Peter Brook and Peter Stein in the chapters dedicated to A.P. Chekhov's theatre in Europe.

Name and type of the organization providing education and training **Università Ca' Foscari Venezia**, Dorsoduro 3246 – 30123 Venice, Italy

Level in the national or international classification M.A. degree, ISCED 7

Dates 09/1981 – 07/1985

Title of the qualification awarded High School Diploma in Teaching. Grade obtained: 58/60.

Main themes/professional skills possessed Italian language and literature, Latin language and literature, foreign language and literature (English), history and civic education, philosophy and pedagogy, geography, mathematics, physics, natural sciences, chemistry, drawing and art history, choral singing, teaching internship.

Name and type of the organization providing education and training **Istituto Magistrale Statale**, V.le Zancanaro, 58 – 33077 Sacile, Pordenone, Italy

Level in the national or international classification High school diploma, ISCED 3

## Personal skills and competences

Mother tongue **Italian**

Other(s) language(s) **Russian**

Self-assessment

European level (\*)

**Language**

| Understanding |                 |         |                 | Speaking           |                 |                   |                 | Writing            |                 |
|---------------|-----------------|---------|-----------------|--------------------|-----------------|-------------------|-----------------|--------------------|-----------------|
| Listening     |                 | Reading |                 | Spoken interaction |                 | Spoken production |                 | Written production |                 |
| C2            | Proficient user | C2      | Proficient user | C2                 | Proficient user | C2                | Proficient user | C2                 | Proficient user |

(\*) [Common European Framework of Reference for Languages](#)

## SPECIALIZATION COURSES AND INTERNSHIPS:

Moscow, **Institute of Russian language A.S. Pushkin**, September 1988 – January 1989. The internship, lasting a total of four months, involved the study of the following subjects: modern Russian language: spoken language, vocabulary, grammar; phonetics, intonation; history of Russian and Soviet literature; teaching of the Russian language as a foreign language.

Moscow, **Institute of Modern and Contemporary Literatures A.M. Gorky, Russian Academy of Sciences**, November 1992 – January 1993. The internship, lasting a total of three months, involved the carrying out of research activities in the historical-artistic and literary sectors with the patronage of the Academy of Sciences, aimed at the finding and collection of archival and photographic materials for the drafting of the degree thesis at libraries and archives of the capital: Natsionalnaya Biblioteka im. V.I. Lenina, Teatralnaya Biblioteka im. A.S. Pushkina, MXAT – Moskovskiy Hudojstvenny Akademicheskij Teatr.

Moscow, **International Learning Centre – Russia Ministry of Foreign Affairs**, specialization course as a parliamentary assistant, June – July 1996. The course, lasting a total of two months, involved the study of the following disciplines: typing in Cyrillic and Latin scripts, drafting of institutional documents – both theoretical and practical aspects, word processing (using Norton Commander, Microsoft Word, and Microsoft Excel – Russian language versions), proofreading of official documents, management (basic concepts), psychology of business relationships, office duties, professional etiquette, and image.

Moscow, **Russia Academy of Sciences**, July – August 1996, **Chair of Foreign Languages of the Institute for the Promotion and Development of International Economic Relations**. The course, lasting a total of 36 academic hours, involved participation in interactive group lessons with themed contributions on Russian current economic and political issues.

Kyiv, **State University "Taras Shevchenko" – Faculty of Philology - Preparatory Section**, August 2005. The individual course in the Russian language, lasting a total of 60 academic hours, included the study of the following subjects: geographical constitution, territorial and administrative structure of Ukraine; Kyiv - history of the first political-cultural capital of the Eastern Slavs; Ukraine and the international community: Ukraine's foreign policy, Ukraine - a denuclearized power, Ukraine - member state of the United Nations, economic relations and international cooperation; political structure of Ukraine, constitutional order and governing bodies: State Duma (Parliament), Presidency, Council of Ministers, Constitutional Court, legal bodies and judicial system.

Moscow, **MGU – M.V. Lomonosov Moscow State University**, individual specialization course, August 2008. The course, lasting a total of 50 academic hours, included the study of the following subjects: a) theoretical part: grammar, syntax, and vocabulary of modern contemporary Russian; phonetics, stress, and intonation; b) practical part: reading and discussing articles from major Russian newspapers; themed discussions on Russian current political and economic topics.

Moscow, **MGU – M.V. Lomonosov Moscow State University**, individual specialization course, August 2009. The course, lasting a total of 90 academic hours, involved in-depth studies in the field of commercial Russian language and the language of the institutions of the Russian Federation.

- 1) Commercial Russian. Grammar, vocabulary, and stylistics of commercial Russian; format and style of documents: contracts, business correspondence, advertising and offers, announcements and adverts, business plans. Commercial current affairs press. Professional etiquette and institutional communication.
- 2) Language and institutions of the Russian Federation. Grammar, vocabulary, and stylistics of institutional Russian, format and stylistics of documents: names, terminology, and phraseology of constitutional and federal bills, federal acts, and decrees of the federal chambers. Definition of joint stock company, corporation, association, and enterprise. Entities, banks, foundations. Scientific and cultural institutions. SMI – Mass media.
- 3) Terminology, phraseology, and stylistics in international communication. Designations of states and their capitals. Dates and measurement units. Titles and honors. Geographical, territorial, and administrative names. Conventional designations. Ecclesiastical titles.
- 4) State structure of the Russian Federation. Principles of constitutional order. Federal system. Government of the Russian Federation. Presidency of the Russian Federation. Advisory bodies of the Presidency and bodies established by the Head of State. The Federation Council of the Russian Federation. The Council of Federations in the Federal Assembly of the Russian Federation. The State Duma in the Federal Assembly of the Russian Federation. Federal executive bodies. Bodies of the Presidency of the Russian Federation. Ministries, offices, and federal agencies. The judicial authority. Court. Public prosecutor's office. Social affairs. Electoral system. Subjects of the Russian Federation. Federal districts. CIS – Commonwealth of Independent States.
- 5) Reading and commentary on essays and excerpts taken from current publications. Thematic areas covered:  
Economics and sociology: Standards of living in today's Russia: economic disparity in peripheral areas; Gender discrimination in the workplace: aspects, causes, and intervention measures; Discrimination in the labor market in Russia; *Perestroika* and the reforms period; Social shock absorbers and state subsidies to household groups; The informal economy; Social tension in Russia; Nationalism in Russia; Structure of social networks and their effectiveness.  
Masculinity and femininity: current representations. Gender roles and affective gratification of women; Current conception of femininity; The current idea of masculinity: glimpses from the world of youth; Sociology of genders: analysis of modern stereotypes of masculinity and femininity; The image of women in advertising; History of the family: "*Cherchez la femme*" or "Look for the woman".  
Sociology of the body and psychology: The body and the empowerment of women; Social aspects of the relationship with one's own body in the present-day world; *Bracket-systems* in Russia: current assessment.  
Planet of youth: What is wrong with being a "seagull"; Queue; Confession of an interactive; Friendship via the Net: pros and cons; Choosing a profession: passion or money?  
National entities and cultural diversity: Comparative analysis of the cultures and customs and traditions of the peoples of East and the West; The issue of "bombzh" (the homeless).  
Social projects: proposals: Is man capable of changing the world? The role of the individual; The ideal man seen by the woman; The ideal teacher seen by students and educators; The social portrait of the "ideal woman".

Other(s) language(s)

Self-assessment

European level (\*)

Language

English

| Understanding |                 |         |                 | Speaking           |                 |                   |                 | Writing            |                 |
|---------------|-----------------|---------|-----------------|--------------------|-----------------|-------------------|-----------------|--------------------|-----------------|
| Listening     |                 | Reading |                 | Spoken interaction |                 | Spoken production |                 | Written production |                 |
| C1            | Proficient user | C1      | Proficient user | C1                 | Proficient user | C1                | Proficient user | C1                 | Proficient user |

(\*) [Common European Framework of Reference for Languages](#)

I have deepened my knowledge of this language through daily professional practice and privately, by periodically attending individual lessons with qualified native speaker teachers from the IRSE, Regional Institute of European Studies of Friuli Venezia Giulia.

I have also periodically engaged in private teaching activities.

London, **Kaplan International English**, intensive English language course, August 2019. The course, lasting 3 weeks for a total of 75 academic hours, involved the in-depth and structured study of English grammar, vocabulary relevant to specific fields of activity both in professional and academic contexts, as well as reading, listening, interaction, oral and written production exercises based on the use of special interactive multimedia platforms and classroom simulations.

Other(s) language(s)

Self-assessment

European level (\*)

Language

Spanish

| Understanding |                  |         |                  | Speaking           |                  |                   |                  | Writing            |                  |
|---------------|------------------|---------|------------------|--------------------|------------------|-------------------|------------------|--------------------|------------------|
| Listening     |                  | Reading |                  | Spoken interaction |                  | Spoken production |                  | Written production |                  |
| B2            | Independent user | B2      | Independent user | B2                 | Independent user | B2                | Independent user | B2                 | Independent user |

(\*) [Common European Framework of Reference for Languages](#)**SPECIALIZATION COURSES AND INTERNSHIPS:**

Salamanca, **Escuela salmantina de Estudios Internacionales "Salminter"**, intensive course in Spanish language and culture, August 2000, intermediate level. The course, lasting 4 weeks comprising 74 academic hours, involved the study of the following subjects: Lengua española: gramática y vocabulario, comprensión de lectura y expresión escrita, comprensión auditiva y expresión oral; Cultura española: Historia, Arte, Literatura, La España actual. Calificación final: Sobresaliente.

Salamanca, **Universidad de Salamanca – Cursos Internacionales**, intensive course in Spanish language and culture, August 2001, upper level. The course, lasting 4 weeks comprising 80 academic hours, involved the study of the following subjects: Lengua española (40 horas), calificación final: Sobresaliente; Cultura española (20 horas), calificación final: Sobresaliente; Prácticas de destrezas escritas (20 horas), calificación final: Notable.

Other(s) language(s)

Self-assessment

European level (\*)

Language

French

| Understanding |                  |         |                  | Speaking           |                  |                   |                  | Writing            |                  |
|---------------|------------------|---------|------------------|--------------------|------------------|-------------------|------------------|--------------------|------------------|
| Listening     |                  | Reading |                  | Spoken interaction |                  | Spoken production |                  | Written production |                  |
| B2            | Independent user | B2      | Independent user | B2                 | Independent user | B2                | Independent user | B2                 | Independent user |

(\*) [Common European Framework of Reference for Languages](#)**SPECIALIZATION COURSES AND INTERNSHIPS:**

Paris, **Accord Ecole de Langues**, intensive course in French language and culture, August 2010, beginner level. The course, lasting 2 weeks comprising 52 academic hours, involved the study of the following disciplines: Grammar workshop: reading and grammatical and lexical analysis of the text, practical exercises in the use of the acquired language structures and vocabulary; Oral workshop: activities for understanding, communication, and oral expression: simulations, improvisations, role-playing, interactive approach to the topics covered; Phonetic workshop: exercises in pronunciation, rhythm, and intonation; Writing workshop: activities of written expression aimed at the production of texts in both formal and informal registers; Cultural workshop: approaching French culture through current themes and activities carried out in class, guided visits, and meetings.

Paris, **Fondation Robert de Sorbonne – Cours de Civilisation Française de la Sorbonne**, August 2012, advanced level. The practical course in French language and culture, lasting 4 weeks comprising

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | 50 academic hours, included: a general course for the revision and in-depth study of previously acquired grammatical knowledge, aimed at achieving active command of the morphosyntactic system of French; a complementary course in general phonetics with practical exercises in the phonetics laboratory, aimed at improving the pronouncing of words, rhythm, and intonation; optional attendance at a series of lectures dedicated to various aspects of modern and contemporary French civilization. The course ended with the issuance of a French language certificate, advanced level B2, final grade: 15/20. |
| Social skills and competences         | I have a bent for work in international organizational contexts, developed over years of cross-culture training and in my daily professional experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Organizational skills and competences | I am capable of acknowledging and adapting new ideas and independently making decisions to achieve a result or to resolve critical and emergency situations. I am capable of managing a group and interacting with it depending on a given goal.                                                                                                                                                                                                                                                                                                                                                                       |
| Computer skills and competences       | Knowledge of operational environments MS-DOS, Windows, Macintosh.<br>Software tools typically used:<br>MS Word, MS Excel, MS Power Point for environments Windows and Macintosh<br>Outlook Express, Internet Explorer for environments Windows and Macintosh<br>FireFox, Safari, Mail, Thunderbird for environments Macintosh<br>3CAD Evolution, UP! Management software<br>I have experience in data entry and information input on the web.                                                                                                                                                                          |
| Artistic skills and competences       | I enjoy writing, an activity that I pursue in my free time to focus on topics of interest and organize the paths for expanding and deepening my fund of knowledge.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Driving licence                       | Car driving licence (type B)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Further information</b>            | Since <b>11.05.2011</b> I have been registered in the Roll of Experts of the Chamber of Commerce of the Province of Pordenone under the <b>number 67</b> in the following category:<br>Category XXII: "Various activities", subcategory 1):<br><b>Foreign languages (interpreters and translators): Russian and English.</b>                                                                                                                                                                                                                                                                                           |
| <b>Signature</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |