

PERSONAL INFORMATION

Maria Silvestri



📍 6629 Ohio River Boulevard, 15202 Pittsburgh (United States)

☎ +14127808429

✉ silvestritranslations@gmail.com

🌐 <https://www.proz.com/translator/1166575>

🗣 Google Hangouts silvestritranslations@gmail.com

Nationality United States

WORK EXPERIENCE

01/10/2009–Present

Translator

Freelance

Native English speaker working from **Italian into English** and **Slovak into English**.

A generalist translator with significant experience in:

- legal documents and contracts;
- annual financial reports and other finance texts;
- pharmaceutical trials and ethics committee reports;
- business proposals and marketing;
- university transcripts and diplomas;
- personal identification documents;
- tourism and hospitality.

On occasion, I do project management and cooperate with other linguists outside of my language pairs.

01/10/2011–30/06/2012

Modern languages lecturer

IES Port d'Alcúdia and IES Alcúdia, Alcúdia (Spain)

Part of the English Language and Culture Assistants program of the Spanish Ministry of Education:

- assisted English teachers in two secondary schools;
- encouraged students to broaden their knowledge of the English language and American culture;
- prepared activities that focus on language and culture, such as oral comprehension and speaking activities, role plays, and games and music.

01/09/2008–30/06/2009

Modern languages lecturer

Základná škola sv. Vincenta, Ružomberok (Slovakia)

EDUCATION AND TRAINING

01/09/2004–01/08/2007

BA cum laude, Italian Language and Literature

Seton Hall University, South Orange, NJ (United States)

01/08/2007–30/05/2008

MA, Museum Professions

Seton Hall University, South Orange, NJ (United States)

All but thesis, did not receive diploma.

Specialization in Exhibition Management.

PERSONAL SKILLS

Mother tongue(s)

English

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C1	C1	B1
Slovak	C1	C1	C1	B2	B1
Spanish	C1	C1	B2	B1	A2
Catalan	B1	B2	A2	A2	A2
Rusyn	B2	B1	B1	B1	B1
Polish	B1	B2	A2	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills a talented communicator and relationship manager, informed through years of experience as a freelancer and non-profit manager.

Organisational / managerial skills Since April 2013, also serves as President of the John and Helen Timo Foundation, overseeing and executing funding, projects, programs, and educational initiatives supporting the cultural development of Carpatho-Rusyns in Central Europe and North America.

Job-related skills Possesses the technical and soft skills necessary to a successful translator, as a motivated self-starter with an eye for detail and quality assurance.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital skills - Self-assessment grid

- Expert user of Microsoft Office Suite and Adobe Creative Suite;
- basic HTML and CSS editing.

I work with **TRADOS**-compatible software, and am also familiar with Wordfast and Memsource.

ADDITIONAL INFORMATION

Memberships Association for Slavic, East European, and Eurasian Studies

Projects Co-producer of the documentary films:

- Even Tears Were Not Enough (2017)
- Changed by Thalerhof (2015)
- and other video projects, all of which have a multi-lingual component.

Courses Slovak, Summer Language Institute
 University of Pittsburgh, June-July 2008
 Intensive Slovak class which provided the equivalent of an academic year's worth of study.

Rusyn, Studium Carpato-Ruthenorum
 University of Prešov, June 2016
 20 hours of history lectures and 20 hours of language instruction, plus extra curricular activities and events.