






PERSONAL INFORMATION

Elena Volterrani



-  82 Tremadoc Road Ground, London SW47LP
-  +393282042618  +393282042618
-  elenavolterrani@gmail.com
-  <http://elenavolterrani.tumblr.com/>

Sex Female | Date of birth 28/12/1988 | Nationality Italy

WORK EXPERIENCE

January 2015 – May 2015 *Assistant Trade Analyst Trade Fair Department*

The Italian Chamber of commerce and Industry for the UK (www.italchamind.eu), London

- Supporting the Trade Fairs team with the organization of the Italian and English presence at various trade shows in UK and Italy.
- Sales of exhibition spaces.
- Translation from Italian into English.
- Photographer for the events of the Italian Chamber of commerce.
- Creating companies databases
- Events Assistant
- Back Office activities
- Greeting visitors and directing them to the right person
- Answering calls and taking messages

17 – 19 May 2015

Hostess, Linguistic Assistant May Design Series, London

Photographer for the events of the Italian Chamber of commerce.

- Vinoteca , London 2015
- Ecobuild, London 2015
- Expo e Territori, London 2015
- Events

Marketing Assistant

September 2014 – December 2014

Studying in Malta (www.studyinginmalta.com), Malta

- Web content marketing
- Translation services
- Promotion through Social Networks and contribution to increase the visibility of the company
- Collaboration for Event organization
- Creating companies/agents databases
- External communication by e-mail system and administration

March 2013 – September 2013

Assistant Trade Analyst Trade Fair Department

The Italian Chamber of commerce and Industry for Spain (<http://www.italcamara-es.com/>), Madrid

- The attendance at Events, Seminars and Trade Fairs in the respective sectors in the UK
- Identifying possible leads
- Sales of exhibition spaces
- Events organisation
- Photographer
- Interpreter
- Search for commercial agents and exhibitors

EDUCATION AND TRAINING

September 2011 – February 2014

Master degree course in Promotion of Italy abroad with the final grade of 110/110 cum laude

(LM-38 Modern languages for communication and international cooperation)

Università per stranieri di Perugia (University for foreigners Perugia)

- Specialist in the promotion of culture and goods produced in Italy
- Business English
- International Marketing and economics
- Foreign trade promoter and mediator, particularly in the fields of cultural heritage and tourism

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C1	B2	B2	B2
Replace with name of language certificate. Enter level if known.					
Spanish	C1	C1	C1	C1	C1
French	A2	A1	A1	A1	A1

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

Computer skills

- Good command of Photoshop and Lightroom

Other skills

- Photographer

Driving licence

- B

ADDITIONAL INFORMATION

Socrate/ ERASMUS - Universidad de Santiago de Compostela, Spagna.
September 2009 ⇒ July 2010

Erasmus Placement - Camara de Comercio Italiana para España , Madrid
March 2013 ⇒ September 2013

Bando Leonardo – Malta September 2014⇒ December 2014

Improve your Talent – The Italian Chamber and Industry for the UK, London January 2015 ⇒ May 2015