

Tommaso Passaretta

Date of birth: 29 April 1968

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PROFESSIONAL EXPERIENCE

MAY 2013 TO PRESENT

Entrepreneurial Activity: Professional Italian to English Translation, Caserta (Italy)

Responsible for supporting Italian and foreign – from all over the world – small to medium size enterprises in their needs for translating important documents and legal texts from Italian to English and viceversa.

MAY 2013 TO OCTOBER 2014

Entrepreneurial Activity: Area manager and sales representative for silk textiles, Padova (Italy)

Responsible for the marketing, promotion and distribution of Italian luxury hand-made silk textiles in the markets of Eastern Europe (Lithuania, Bulgaria, Belarus, Russia).

DECEMBER 2011 TO MAY 2013

Personally owned retail store: “Il Mondo Senza Glutine”, Padova (Italy)

Responsible for the creation and development of a retail store focused on sales of gluten-free products. I have developed the purchasing, marketing, and selling processes on my own. I have gone through every stage of the retail business, from the accounting portion to the advertising one. This has allowed me to learn every single aspect of a commercial activity.

NOVEMBER 1995 TO DECEMBER 2011

Corporate employee: “ACI Informatica”, IT management offices of the Italian Automobile Club, Rome (Italy)

- Project Coordinator, responsible for developing a network of driving schools under the ACI brand, as well as the relevant website, named Ready2Go. This includes contractual relationships, training for driving instructors, monitoring of sales revenues.
- Operations Coordinator, responsible for logistical services like transports, mail, inventory stocking for internal and external distribution.
- Marketing and Tele-Selling Coordinator, responsible for managing mailing, and tele-selling services, as well as commercial training to support the national sales network.
- Personal assistant to Marketing Director and Deputy General Director, responsible for providing operational and logistical support to all internal areas, as well as arranging training courses for internal personnel.
- Call Center Operator and Assistant to the Call Center Manager, performing several duties, such as back office, data entry, monitoring of financial flows, customers complaints.

JANUARY 1994 TO NOVEMBER 1995

Journalist for the following newspapers: I Popolari, Corriere di Caserta, Il Giornale di Napoli

Worked and reported on several local themes, depicting the social and economic environment and analysing and bringing to light daily phenomena that characterise political and cultural developments.

NOVEMBER 1989 TO DECEMBER 1993

Sales person for Samauto Cars dealership in Caserta, Italy

Daily relationship management with existing and future car buyers.

NOVEMBER 1987 TO NOVEMBER 1989

Sales Person for Fondiaria-SAI Insurance Company

Worked as a salesperson within the car and life insurance areas.

EDUCATION

- Master “Coaching Master Cycle” – Max Formisano Training School
Communication Training Systems, Italian Coaches Federation
Roma, from March 2008 to February 2009
- Master “Training the Trainers” – Max Formisano Training School
Roma, from January to March 2008
- “Liceo Classico” High School Diploma, with specialization in Humanities
Caserta, graduating in June 1987 with 48/60 final mark

LANGUAGES

Italian, native speaker
English fluent

OTHER

- Car Driving License
- Exempt from Military Service
- Italian Citizenship
- TOEFL Diploma for English language
- **Cat Tools owned and used: SDL Trados Studio 2014, Multiterm 2014, Passolo 2011, OmegaT, MemoQ, Matecat and Google Toolkit**
- Proficient use of Microsoft Office and many other softwares under Windows and Apple operating systems

LANGUAGES		WEBSITES BUILDING		DATABASE		SPREADSHEETS	
Dos	Excellent	Wordpress	Excellent	MS Access	Good	MS Excel, Numbers (Mac)	Excellent
Unix	Fair	Joomla	Good	INTERNET		PRESENTATIONS	
Html	Good	Drupal	Fair	MS Internet Explorer/Safari	Excellent	MS Powerpoint, Keynote (Mac)	Excellent
Php	Good	Seo	Excellent	MAIL		VIDEOWRITING	
MySQL	Good	E-COMMERCE		MS Outlook	Excellent	MS Word, Pages (Mac)	Excellent
Css	Fair	Magento	Excellent	Mail Mac	Excellent	COLLABORATIVE PLATFORMS	
OPERATING SYSTEMS		Prestashop	Excellent	GRAFIC TOOLS		Lotus Notes	Excellent
Windows	Excellent	VIRTUALIZATION		Paintshop Pro	Excellent	MS Project	Good
Mac	Excellent	Parallels	Excellent	Micrografx Picture Publisher	Excellent	LAN/NETWORK ARCHITECTURE	
Linux	Excellent	VmWare	Excellent	Adobe Photoshop, Illustrator	Excellent	Local Area Network (LAN)	Good
		CLOUD COMPUTING		Inkscape	Excellent	Architecture and networking protocols TCP / IP	Good
		Stack (Mamp, Wamp, Lamp, Xamp)	Excellent			Routing protocols in IP networks	Good