Contact

Address
Via Matano, 7
81037 Sessa Aurunca (CE)

Phone
+39 392 4887000

Email
info@globaltranslations.it

Personal Info

29.04.1968

Capua (CE)

Italian

Single

Driver's License "B"

Social Profiles

Facebook
https://www.facebook.com/tommasopassaretta

Instagram
https://www.instagram.com/tommaso_globaltranslations/

Linkedin
linkedin.com/in/tommaso-passaretta

Who I Am - Translator & Interpreter

I am a dynamic 57-year-old professional, and in order to improve my professional position, I am submitting my Curriculum Vitae to you.

I believe I possess strong analytical and interpretive skills for complex situations, which help me manage the stress inherent in the roles I perform.

I also believe I have a good overview, supported by continuous renewal motivation when facing situations that don't satisfy me.

In my daily work, I believe I have good organizational skills that allow me to complete assigned tasks autonomously and rationally.

At the same time, I am also recognized as being determined, tenacious, practical and concrete. Humble and willing to perform executive, operational and "hands-on" roles when necessary.

I am generally recognized for my good decision-making ability, effectively arguing choices with different interlocutors.
In managing relationships with colleagues and clients, I believe I possess a good dose of assertiveness, such that I can handle complex situations.

As for relationship skills, I believe I am recognized as a secure and reliable person.

I also authorize the processing of personal data, pursuant to Legislative Decree 196/03.

Thanking you for the attention you will dedicate to me and hoping to meet you for an interview, I am pleased to extend my warmest regards.

Tommaso Passaretta

Areas of Expertise

- Languages & Foreign Cultures
- International Relations
- Business Training, Marketing & Sales
- Training, Coaching, Counseling & Mentoring
- Psychology, Sociology, Astrology
- Senior Management & HR
- Technology, IT & Internet

Language Skills

- English Level C1

IT Skills

- Advanced and independent knowledge of the most important common applications under Windows, Apple and Linux (Office, Mail, Internet, etc.)
- Average knowledge of the most important graphic applications (Photoshop, Illustrator, etc.)
- Average knowledge of the most important website creation, management and maintenance applications (Wordpress, Joomla, Drupal, Html, Php, Seo, etc.)
- Basic knowledge of main programming environments (Dos, Unix, etc.) and networking (Network Protocols, Lan, Routing, etc.)

My Mission

Translation means building bridges: between people, cultures, companies and markets.
As a professional translator and interpreter, I am guided by a clear mission: to help individuals, businesses and professionals communicate clearly, precisely and effectively in foreign languages, breaking down all language barriers.
After a long journey in marketing and business consulting, I chose to put my linguistic and communication skills at the service of internationalization, offering tailor-made language solutions for those who wish to position themselves authoritatively on the international stage.
My goal?
To accompany clients in a process of growth and opening towards new markets, with an attentive, punctual service perfectly aligned with the specific needs of each sector.

My Key Experiences

Entrepreneurial and consulting experience
After years spent coordinating sales teams and commercial projects on a national scale, I decided to found my own language brand — Global Translations — to offer integrated professional solutions, combining linguistic rigor, cultural sensitivity and results orientation.

Expert in cross-cultural communication
I have gained extensive experience in linguistic mediation in delicate professional contexts, working alongside law firms, healthcare institutions, travel agencies, SMEs and startups in dialogue with foreign clients and partners.

Language trainer and facilitator
I support professionals and companies in personalized language training and communication coaching programs, enhancing English skills with practical approaches aimed at the client's real objectives.

What I Offer
- Professional translations (simple, certified, technical and creative)
- Interpreting in person and remotely (business, conference, chuchotage)
- Linguistic and cultural consulting for internationalization and export
- Language training for companies, individuals and professionals
- Support for international events and fairs as interpreter and mediator

In Summary
I am a translator and interpreter with a strategic vision, professional approach and concrete experience in multiple fields.
I don't just offer words: I offer connections, results and value.
If you're looking for a reliable, flexible and competent language partner, contact me: I can help you get your message anywhere in the world.

Education and Studies Masters, Diplomas and Certificates

- **Max Formisano Training School**
  Super Coaching
  Life Coaching Techniques Masterclass
  January 2011
- **Max Damioli Training School**
  NLP and Communication Techniques
  Positive Thinking Masterclass
  February 2010
- **Life Coach Italy**
  Master "Coaching Master Cycle"
  Professional Qualification
  March 2008 - February 2009
- **Max Formisano Training School**
  Master "Training of Trainers"
  Professional Qualification
  January 2008 - March 2008
- **TOEFL**
  English Teaching Diploma - Bocconi (MI)
  September 1993
- **Liceo Classico Salesiani Caserta**
  Classical High School Diploma: 48/60
  September 1982 - July 1987
- **Professional Journalist Card**
  Campania Journalists' Association
  October 2017

Professional Experience

Translator and Interpreter for Companies and Individuals

GLOBALTRANSLATIONS, Self-employed, Caserta
May 2013 – Present

Creator and founder of a network of translators and interpreters in smart working to satisfy the most varied linguistic and communication needs (www.globaltranslations.it). Collaborations aimed at translation and interpretation of commercial correspondence, contracts, commercial mediation, brochures, flyers, catalogs, etc. with companies in various sectors: Lithuanian retail hypermarkets, San Leucio silks (CE), display windows for fairs and commercial activities, freelance networkers, and partnerships with national and international translation agencies (France, USA, Spain, India).

Italy Area Manager

SILK&BEYOND, Self-employed, Padua
May 2013 – October 2014

Distributor and representative (Area Manager Italy) of fine Italian silks from San Leucio (CE).

Entrepreneur in Health and Wellness Sector

IL MONDO SENZA GLUTINE, Own business, Padua
December 2011 – May 2013

As Owner and Manager for the creation and development of a retail store focused on selling gluten-free products, I developed the management of purchasing, marketing and sales processes on my own. I managed all phases of the retail business: from accounting to communication and advertising. This allowed me to leverage previous Marketing and Sales skills in every single aspect of the commercial activity I conducted.

Project Operations Coordinator

ACI INFORMATICA, General Management, Rome
March 2010 – October 2011

As Operations Manager and on the Management staff, I was responsible for managing the operational coordination activities of a large and extensive project aimed at creating an ACI-branded Driving School Network, called Ready2Go. The activity I coordinated particularly concerned the management and organization of all PdV affiliation activities to the Network (contract management, relations with the sales network and customers); the organization and delivery of Training Masters for instructors and theory teachers of driving schools joining the R2G Network. I was also the Network site contact (www.ready2go.aci.it, contact section) to manage information requests or complaints, catalog purchases from the site, or disseminator of project initiatives. The activity also included assuming objectives and monitoring sales results and the project's income statement.

General Services, Assets and Logistics Assistant

ACI INFORMATICA S.p.A., General, Administrative, Legal Affairs Department (IT Division), Rome
April 2005 – February 2010

As Operations Assistant and Logistics Coordinator to the Service Manager or Area Manager, I was responsible for managing services provided to support the company (internal service). The activity was oriented to provide services to all company personnel: teamwork and "internal customer" culture were the cornerstones of the Area where I operated, on General Management staff and supporting all other Departments. Specifically, the Area offered printing, photocopying, binding services (through the print center), logistics and transport services (courier management, suppliers, mail, etc.), services related to asset activities (inventories of company and external assets) and finally, warehousing (internal and external) both to "internal customers" and external customers (affiliated companies or partner companies). Additionally, on staff with the direct Managers I interfaced with, my contribution was aimed at offering support for service design, organization and delivery, and supplier selection and monitoring.

Specialization Courses

- **Communication and Motivation**
  Luiss - Certificate
  June 2001
- **Working Together / Team Building**
  Luiss - Certificate
  June 2001 - July 2001
- **Security Law 675/96**
  Luiss - Certificate
  May 2001
- **Commercial Training**
  Luiss - Certificate
  January 2001
- **Basic and Advanced Marketing**
  Luiss - Certificate
  January 1999
- **Law 626 Courses**
  Luiss - Certificate
  September 1999 - September 2003
- **Corporate Culture Development**
  Luiss - Certificate
  September 1998
- **Quality System**
  Luiss - Certificate
  October 1997
- **Business Economics**
  Luiss - Certificate
  January 1997
- **Customer Telephone Assistance**
  Luiss - Certificate
  June 1996 - October 1996
- **Organizational Behavior**
  Luiss - Certificate
  May 1996

Direct Marketing, Teleselling and Commercial Training Operations Coordinator

ACI INFORMATICA S.p.A., Commercial Department (ACI Network Division), Rome
April 2001 – April 2005

As Operations Manager, I was responsible for managing and coordinating Mailing, Teleselling and Commercial Training services provided to support the national sales network. The activity I managed was particularly oriented to generate customer traffic to points of sale and was divided into various phases: from service design, to supply selection, to flow organization, to their delivery, to supplier supervision, to budget management and monitoring. The activity also included assuming objectives and monitoring sales results and the income statement of initiatives.

Executive Assistant and Organizational Secretary and Logistics Manager

ACI INFORMATICA S.p.A., Marketing Department and Deputy General Management, Rome
July 1999 – April 2001

In a staff position to the Marketing Director and Deputy General Manager, my role was to provide necessary operational and logistical support both directly to the Marketing Director and Deputy General Manager and to Area managers in conducting and managing projects. Additionally, my activity consisted of organizing both management meetings and Training courses for internal staff and for the ACI sales network, with the involvement of external structures dedicated to interventions and with the creation of course-related material (presentation files, transparencies, teaching tools, etc.).

Commercial Help Desk Operator and Assistant Manager

ACI INFORMATICA S.p.A., Marketing Department, Rome
November 1995 – July 1999

Within the Call Center dedicated to the sales network (Commercial Help Desk), I performed back office activities for the network of ACI offices throughout the territory, relating to operational management of ACI service sales (membership product specifications, data entry, financial flows) and management of promotional campaigns (prize operations, etc.) and complaints.

Freelance Journalist

"I Popolari", "Corriere di Caserta", "Il Giornale di Napoli", TeleAlternativa, Antenna 3, Caserta
January 1994 – October 1995

I dealt with, both in print and video, themes related to social phenomena of a general and cultural nature, both locally and nationally. I also analyzed socio-political cultural issues and daily problems related to local livability.

Vehicle Salesman

CONCESSIONARIA CITROEN SAMAUTO S.r.l., S. Maria C.V. (CE)
November 1989 – December 1993

I managed car sales negotiations with potential customers.

Insurance Sub-agent

ASSICURAZIONI FONDIARIA-SAI, Sub-agent, S. Maria C.V. (CE)
November 1987 – November 1989

I managed insurance policy sales negotiations with potential customers, both in auto and life insurance.

Additional Studies for Personal Culture

September 1987 - September 1990:

- Attendance at the Faculty of Medicine and Surgery at "Federico II" University of Naples, completing exams for the first three years.
- Attendance at courses in Public Law, Criminal Law, Private Law, Civil Law at the Faculty of Law at "Federico II" University of Naples.
- Attendance at courses in Sociology, Political Economy and English, Spanish, Russian Languages at the Faculty of Political Sciences of the Oriental Institute of Naples.
- Attendance at courses in English and French Languages and Literature, Phonetics and Semiotics at the Faculty of Foreign Languages and Literature of the Oriental Institute of Naples.

September 1980 - July 1990:

- The English Language Club: In-depth study of English Language.
- Summer study courses at colleges in England, Ireland and Scotland.

Further Professional Interests

November 2007 - March 2018

Training and Motivational Coaching

Other activities and professional interests related to classroom training delivery. Building on my passion developed through involvement in sales training processes (Aci Informatica) and having acquired the relevant skills, competencies and techniques, I also dedicated myself to designing and delivering motivational training interventions upon request from private and public entities operating in various sectors. In particular, I met training needs in the paramedical and healthcare support fields, such as those of the Italian Federation of Foot Reflexology (FIRP), active throughout the national territory.