

# Achille Veccia

Translator

 Brno, Czech Republic, 613 00

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 achilleveccia@gmail.com

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain projects that offer professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



## Skills

- COMPANY MANAGER
- ACHILLE VECCIA
- CORE STRENGTHS
- Leadership

●●●●●  
Excellent

- Time management

●●●●●  
Excellent

- Transferable skills

●●●●●  
Very Good

- Finance management (including crypto currencies)

- Transparency

- Interpersonal skills

●●●●●  
Very Good

- Communication

●●●●●  
Excellent

- Project Management

●●●●●  
Very Good



## Work History

- **BUSINESS CONSULTANT**
  - Import-export business intermediation
  - General services for companies

- **ADMINISTRATION AND HR MANAGER**

*Mondial Infissi*

- Company administration
- Employee recruitment

- **TRANSLATOR, HR AND EVENTS MANAGER**

*Learn Italy, New York*

2017-01 - Current

2016-01 - 2017-01

2010-07 - 2016-08

1985-07 - 2008-09

- Operations of cultural agency for advanced training
- International public relations and communication
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.

## TRANSLATOR AND HR MANAGER

*Instituto E. Medi - ITS English school , Frosinone, Eastbourne, Hastings*

- Latina, Sora, Ferentino (IT) Eastbourne, Hastings (UK)
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Updated existing translations to meet contemporary trends in communication.
- Supported operations by translating key departmental documents and internal communications.
- Worked with other translators to facilitate real time conversations.
- Repeated and restructured complex translations to optimize understanding.
- Researched cultural etiquette and specific use of slang words.



## Education

### High School Diploma

*Liceo Scientifico High School 1974 - 1979 - Frosinone*

### English Language And Literature

*British Council English Courses 1977 - 1989 - London, Eastbourne (UK)*

*ESB Certificate, C2 Level of English*

*Executive Master in New Media And Communications - New York (USA)*

1977-05 - 1989-08



## Languages

- Italian C2 level: English C1 level: French
- B1 level: Czech, German, Spanish, Finnish