



## Ciro Porcaro

---

Date of birth: 10/01/1993 | Nationality: Italian | Gender: Male | (+39) 3510540480 |

[porcarociro@hotmail.it](mailto:porcarociro@hotmail.it) | Via Bernardino Martirano II traversa numero 9, 80146, Napoli, Italy

### ● WORK EXPERIENCE

---

01/01/2013 – 01/02/2016

#### **SECRETARY – Maria Avv. Battista Law Office, Napoli**

---

- Communicating with insurance companies
- Answering phone calls

154, Corso Umberto I NA - Napoli, 80138, Napoli, Italy

01/04/2015 – 01/05/2015

#### **TOURIST INFORMATION OFFICER – Azienda Autonoma di Soggiorno Cura e Turismo di Napoli**

---

- Welcoming of tourists
- Managing communication
- Management of telephone calls

[www.inaples.it](http://www.inaples.it) | Via San Carlo 9, 80132, Napoli, Italy

10/04/2015 – CURRENT

#### **TOURIST INFORMATION OFFICER – Sirio Service Srl**

---

- Welcoming of the tourists
- Tour guide
- Security checkpoints
- Checking key cards
- Supervising of the public

Via Achille Grandi 33, 80040, Napoli, Italy

01/02/2019 – 01/09/2020

#### **TOUR GUIDE – Galleria Borbonica / Borbonica Sotterranea**

---

- Tours in Italian, English and German
- Welcoming of the tourists
- Supervising tourists

Napoli, Italy

02/10/2020 – CURRENT – Wien, Austria

#### **LANGUAGE ASSISTANT (ITALIAN LANGUAGE) – Miur / Bildungsdirektion Wlen**

---

Assisting teachers of italian language in lessons.

## ● EDUCATION AND TRAINING

---

02/08/2012 – 17/02/2016 – Via Chiatamone 61/62, Napoli, Italy

### **BACHELOR'S DEGREE IN LINGUISTIC AND CULTURAL MEDIATION (ENGLISH AND GERMAN) – Università degli Studi di Napoli L'Orientale**

---

Bachelor's Degree in Linguistic and Cultural Mediation (Languages: English and German).

Main Subjects:

English and German Linguistics, Translation studies, Lexicology and Lexicography, English Literature, German Literature, Geography, Cultural Studies and Media, Ethnolinguistics, Philosophy, Italian Literature.

Dissertation in the field of German Linguistics : "Analysis of the language and the style of Also Sprach Zarathustra by Friedrich Nietzsche".

EQF level 6 | [www.unior.it](http://www.unior.it)

26/10/2016 – 12/07/2019 – Napoli, Italy

### **MASTER DEGREE IN SPECIALIZED TRANSLATION – Università degli Studi di Napoli L'Orientale**

---

Master Degree in Specialized Translation (Languages: English and German) with first class honours.

Main Subjects:

Specialized Translation, Geography, Marketing, Economics, Computer technology and human sciences, English and German Linguistics, Philosophy of Language, Cognitive Linguistics, Lexicology, Social Psychology.

Dissertation in the field of Cognitive Linguistics: "Metonymic Thinking: Perception and Cognition".

EQF level 7

## ● LANGUAGE SKILLS

---

Mother tongue(s): ITALIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>GERMAN</b>	C1	C1	C1	C1	C1
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>FRENCH</b>	B1	B1	A2	A2	A2
<b>SPANISH</b>	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DRIVING LICENCE

---

Driving Licence: B

## ● ORGANISATIONAL SKILLS

---

### Organisational skills

---

Thanks to the many university and work experiences, I have acquired excellent organizational skills.

Such skills have improved greatly thanks to my abroad-study experience in Leipzig, where I had the chance to take part in long-term study projects. In some of these projects I was responsible for the planning and organization of the translation work.

Moreover, at work I often have to cooperate with my coworkers in order to plan the tour itinerary.

Such experiences gave me the opportunity to refine my organizational skills, to improve my self-control in emergency situations and to understand how to work in synergy with the members of the working group.

## ● COMMUNICATION AND INTERPERSONAL SKILLS

---

### Communication and interpersonal skills

---

Thanks to my study-abroad experiences, I have developed excellent communication and relational skills. At work and at the university I had the opportunity to cooperate with intercultural teams and to have working relationships with customers from around the world.

Such experiences have strengthened my social skills and my cultural and language awareness.

## ● JOB-RELATED SKILLS

---

### Job-related skills

---

- Accounting
- Communication and welcoming
- Tour Guide
- Management of tourist services

## ● CERTIFICATES AND PROJECTS.

---

### Certificates and Projects.

---

Erasmus Project at Leipzig University (2017/2018), Germany:

- courses attended in German and English;
- German language certificate (TestDaf)
- multicultural study and work projects.