

PERSONAL INFORMATION



Cingolani Frulla Monica

📍 Via Torino, 4B, 60019 Senigallia (Italy)

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PREFERRED JOB

Segretaria, addetta alle vendite, traduttrice, assistente editoriale e illustratrice

WORK EXPERIENCE

2015–2018

Grafica editoriale e illustratrice

Cartilia - Fine Paper in Italy Srl, Ancona (Italy)

- Progettazione di layout artistici
- Impaginazione, progettazione di articoli di cartoleria
- Mantenimento archivio di elementi grafici
- Ideazione di illustrazioni per articoli di cartoleria

10/2016–01/2017

Addetta all'allestimento e alla gestione bookshop, mostra 'Mater Misericordiae', Palazzo del Duca, Senigallia

Cartilia - Fine Paper in Italy Srl, Ancona (Italy)

- Allestimento e gestione
- Supporto informativo ai visitatori
- Contabilità

2013–2018

Illustratrice freelance

Clienti vari

- Fabrizi Family - Studio Simone Grassi, Jesi: design e packaging
- Centro ricreativo 'Il Mosaico', Pesaro: illustrazioni del video 'Puff'

2013–2014

Illustratrice - pubblicazione libro

Italic Pequod Edizioni, Ancona (Italy)

Illustrazione di copertina e di tre fiabe della raccolta
'Dolce Terra di Marca: fiabe popolari marchigiane'

2003–2005

Impiegata Ufficio Gare e Contratti

Anas Spa, Ancona (Italy)

Impiegata a supporto della sezione amministrativa compartimentale mediante collaborazione nello svolgimento di mansioni tecnico-amministrative inerenti l'utilizzo della rete informatica.

In particolare:

- gestione amministrativa di gare di appalto, predisposizione atti contrattuali relativi agli appalti ed affidamenti con utilizzo della rete informatica;
- gestione di pratiche di subappalto;
- cura della pubblicazione dei bandi relativi alle gare di appalto su quotidiani ed Albi.

- 1997–2003 **Segretaria - collaboratrice**
 Impresa edile di famiglia, Senigallia (Italy)
 - gestione posta cartacea, e-mail
 - gestione agenda e impegni
 - disbrigo pratiche burocratiche
 - rapporti con clienti e fornitori

- 2002–2002 **Traduttrice**
 Società Cooperativa di Servizi: Agorà, Senigallia (Italy)
 Traduzioni dall'Inglese all'Italiano di testi medico-scientifici.

- 2000–2003 **Insegnante privata**
 Privati, senigallia (Italy)
 Lezioni private di Inglese e Francese a studenti di scuole medie inferiori e superiori

EDUCATION AND TRAINING

- 2011–2014 **Diploma professionale: illustratore** EQF level 4
 Scuola internazionale di Comics (Acca Accademy), Jesi (Italy)

- 1989–1997 **Laurea in Lingue e letterature Straniere Moderne** EQF level 7
 Facoltà di Lettere e Filosofia - Università Carlo Bo, Urbino (Italy)
 Votazione finale 110/110

- 01/1996–06/1996 **Attestato professionale: lavorazione artistica del vetro** EQF level 3
 Cooperativa di Restauro, Ostra (Italy)

- 1984–1989 **Diploma di Liceo Linguistico** EQF level 4
 Enrico Medi, Senigallia (Italy)
 - Inglese, Francese, Tedesco
 - votazione: 46/60

PERSONAL SKILLS

Mother tongue(s) Italiano

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Inglese	B2	C2	B2	C1	C1
Diploma di laurea					
Francese	B2	C1	B2	B2	C1
Diploma di laurea					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills Ottima conoscenza della lingua Italiana scritta e parlata

Organisational / managerial skills Buone competenze organizzative acquisite durante la mia lunga esperienza lavorativa nella ditta di famiglia come segretaria e in seguito presso l'Ufficio Gare e Contratti dell' Anas Spa.

- ottime capacità di analisi/sintesi
- razionalizzazione delle tempistiche
- riconoscimento delle priorità

Job-related skills

- Buona conoscenza della letteratura e cultura Inglese e Francese
- Traduzione di testi scientifici/letterari dall'Inglese/Francese all'Italiano e viceversa per testi più semplici.
- Elevata cultura personale in ambito umanistico, filosofico e psicologico, acquisita attraverso i miei studi, e corsi di psicologia (PNL)
- Spirito organizzativo e di sintesi, razionalizzazione del lavoro
- Proporre soluzioni creative a differenti problematiche
- Buona predisposizione ai rapporti con il pubblico

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Buona padronanza del pacchetto Office, Photoshop, Indesign
- Conoscenza basica di Illustrator

Driving licence A1, B

ADDITIONAL INFORMATION

Stage Società Cooperativa Agorà
 Senigallia, 2002
 Progetto di ricerca statistica sull' uso dell' informatica e dell' inglese nelle aziende locali e gli eventuali bisogni formativi. Il progetto prevedeva la strutturazione di un corso d'inglese attraverso la formazione a distanza.

Autorizzo il trattamento dei dati personali contenuti nel mio curriculum vitae in base all'art. 13 del D. Lgs. 196/2003 e all'art. 13 GDPR 679/16






In Fede
 Monica Cingolani Frulla

Cingolani Frulla Monica

 Mother tongue(s)
Italiano

 Foreign language(s)
Inglese, Francese






Inglese
Self-assessment of language skills

UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
B2 Independent user	C2 Proficient user	B2 Independent user	C1 Proficient user	C1 Proficient user

Certificates and diplomas

Title	Awarding body	Date	Level*
Diploma di laurea	Università degli Studi di Urbino Carlo Bo	1997	–






Francese
Self-assessment of language skills

UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
B2 Independent user	C1 Proficient user	B2 Independent user	B2 Independent user	C1 Proficient user

Certificates and diplomas

Title	Awarding body	Date	Level*
Diploma di laurea	Università degli Studi di Urbino Carlo Bo	–	–

Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic user	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction]	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

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