

Grey A. Drane

Personal Information

Nationality: American

- Place of Birth: Chico, California (USA)
- Date of Birth: August 5, 1967
- Italian resident since 1991

Objective

I take advantage of my experience and training to help people communicate their ideas effectively in English. I also see translating as an opportunity to hone my writing skills in general, and in the future I would like to write my own novels and short stories.

Summary of qualifications

My education and experience have provided me with a wide range of skills and the flexibility to adapt them to a variety of situations. Some of my primary talents include the following:

- Knowledge of communication strategies for producing a more persuasive presentation of ideas;
- Ability to translate Italian ideas—not just the words—into precise and effective English;
- Education and background in business administration and finance;
- Proficiency in both language training and computer training;
- Confidence with computer hardware and software, including programming and web design;
- Skill in designing and creating publicity materials for the Internet, newspaper ads, mailers, posters and flyers;

Professional experience

2001 - present drane.it Communication Consulting Valdagno, VI (Italy)

Freelance Consultant

- Italian-to-English translator
- Specializations: finance and business administration, marketing
- Business communications consultant

1992 - 2001 GL:OBE School of Languages Cornedo, VI (Italy)

Co-Founder and Director of Studies

- Developed the business and defined marketing strategy
- Analyzed financial statements and did budgeting
- Designed and created marketing materials
- Maintained the company's Internet web site and created web pages
- Maintained the company's computer network
- Taught English as a Foreign Language to Italians
- Translated letters, manuals and other documents for clients

1991 - 1992 Talia Srl Valdagno, VI (Italy)

Translator and Computer Programmer

- Translated textile color-matching software from Italian to English
- Assisted in the general maintenance and programming of the software in BASIC (both Quick Basic and Visual Basic) and Fortran
- Helped with technical support and installation of the software and related hardware, which involved traveling to both domestic and foreign companies

1989 -1991 Diepenbrock, Wulff, Plant & Hannegan (DWP&H)
Attorneys at Law Sacramento, CA (USA)

Accounting Clerk

- Assisted in Accounts Payable paying bills, keeping petty cash, and doing data entry
- Performed general data entry tasks

1987 -1989 EDS Corporation Rancho Cordova, CA (USA)

Accounting Clerk

- Employed in the Student Loans Processing Center
- Assisted in the creation and maintenance of a PC database to track accounts receivable and payable for the office
- Performed general data-entry tasks onto mainframe computer system

1984 - 1987 Held a variety of jobs to work my way through school
Jobs included: grocery clerk, fast-food clerk, and pizza delivery

Education

1986 - 1991 California State University Sacramento, CA (USA)

Bachelor of Science / Business Administration

- Finance concentration: including the study of investment strategies and corporate management
- Other relevant coursework: computer programming, international business, business communication
- GPA: 3.4 (max. 4.0)

Languages

English – native speaker
Italian – fluent
(plus a very basic knowledge of French, Spanish and German)

Interests and activities

My primary interests include the following:

- Outdoor sports such as hiking, mountain-biking, cross-country skiing, golf, and swimming;
- Environmental issues such as sustainable agriculture, vegetarianism, and renewable energy;
- Variety of scientific topics such as astronomy, cosmology, quantum physics, and life sciences (as well as a healthy dose of science fiction);
- The humanities such as literature, history, evolution, religions, spirituality and philosophy.

References

Available upon request