



**Marta Fabiani**

Nationality: [redacted] | Gender: [redacted] | Phone number: [redacted]  
Email address: [redacted] | Address: [redacted]

## ABOUT ME

- Graduate student specializing in Foreign Languages and Literatures (**Russian, English, French**)
- Project Coordinator for Archival Initiatives at the *Graciotti Private Foundation*
- University Tutor for students with special needs (disabilities and learning disorders)

## WORK EXPERIENCE

**ROMA TRE PER TUTTI** – ROME, ITALY

**CIVIL SERVICE VOLUNTEER** – 27/06/2024 – 26/06/2025

The office plays an active and proactive role in addressing specific needs: in accordance with Law 17/99 — with integrations to Law 104/92 — specific services are organized and provided to facilitate the integration and inclusion of students with a documented disability (equal to or greater than 66%) into university life, ensuring their right to education through a process of social integration.

**SAPIENZA UNIVERSITY OF ROME** – ROME, ITALY

**COLLABORATOR - CEREMONIAL OFFICE** – 07/2020 – 01/2021

- Organized and coordinated formal events, ceremonies, and official visits.
- Managed institutional protocol and advised leadership on etiquette and formal procedures.
- Drafted official communications, invitations, and announcements.
- Liaised with internal departments and external partners to ensure smooth event execution.
- Maintained records and archives of institutional events and official interactions.

**TELETHON FOUNDATION - RESEARCH ON RARE GENETIC DISEASES** – ROME, ITALY

**Business or Sector** Other service activities

**FUNDRAISER** – 10/09/2017 – 10/12/2017

**SAPIENZA UNIVERSITY OF ROME** – ROME, ITALY

**COLLABORATOR- HELLO OFFICE** – 09/2021 – 03/2022

**UNIVERSITY OF TURKU** – TURKU, FINLAND

**TUTOR** – 01/2021 – 06/2021

**LA NUOVA ARCA - NONPROFIT ORGANISATION** – ROME, ITALY

**CHILD CARE COORDINATOR** – 07/2021 – 09/2021

**UCEAP - UNIVERSITY OF CALIFORNIA** – ROME, ITALY

**ITALIAN LANGUAGE TEACHER FOR FOREIGN STUDENTS** – 08/2019 – 03/2020

**LANGUAGE TEAM** – OXFORD, UNITED KINGDOM

**TEAM LEADER** – 17/07/2023 – 31/07/2023

**ITALIANS DO IT BETTER** – PARIS, FRANCE

**Address** 3 Rue Houdon, 18ème, 75018, Paris, France

**SALES ASSISTANT** – 01/02/2023 – 19/06/2023

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📍 **SAPIENZA UNIVERSITY OF ROME** – ROME, ITALY

**COLLABORATOR – INTERNATIONALISATION AND NON-EU MOBILITY, SAPIENZA UNIVERSITY OF ROME** – 01/09/2023 – 30/09/2023

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📍 **SAPIENZA UNIVERSITY OF ROME** – ITALY

**TUTOR** – 02/10/2023 – CURRENT

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📍 **FREEMANS EVENT PARTNERS** – GUIDONIA-MONTECELIO (RM), ITALY

**Address** Marco Simone Golf Club, 00013, Guidonia-Montecelio (RM), Italy

**RYDER CUP - BAR STAFF** – 27/09/2023 – 01/10/2023

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📍 **LANGUAGE TEAM** – BARCELONA, SPAIN

**GROUP LEADER** – 17/07/2024 – 31/07/2024

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📍 **PAESAGGI DI VOCI** [ [HTTPS://PAESAGGIDIVOCI.WORDPRESS.COM/](https://paesaggidivoci.wordpress.com/) ] – ROME, ITALY

**MAGAZINE EDITOR** – 17/01/2024 – CURRENT

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📍 **GRACIOTTI LIBRARY FUND - ARCHIVING AND LIBRARY SCIENCE** – ROME, ITALY

**PROJECT COORDINATOR** – 01/10/2024 – CURRENT

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Strong knowledge of Slavic languages.

Required Slavic languages skills to reorganize Professor Emeritus Sante Graciotti's personal library.

## ● **EDUCATION AND TRAINING**

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11/2018 – 14/06/2022 Rome, Italy

**BACHELORS DEGREE - FOREIGN LANGUAGES** Sapienza University of Rome

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01/2021 – 06/2021 Turku, Finland

**POLITICAL SCIENCES** University of Turku

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07/11/2022 Rome, Italy

**MASTER'S DEGREE IN LINGUISTIC, LITERARY, AND TRANSLATION SCIENCES** Sapienza University of Rome

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09/2012 – 06/2017 Tivoli, RM, Italy

**CLASSICAL HIGH SCHOOL DIPLOMA** Liceo classico Amedeo di Savoia

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19/01/2023 – 19/06/2023 Paris, France

**RUSSIAN STUDIES** INALCO

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**Address** 65 Rue des Grands Moulins, INALCO - Institut National Langues et Civilisations Orientales, 75013, Paris, France

**Field of study** Filologia

20/01/2025 – 06/06/2025 Paris, France

**THESIS RESEARCH** INALCO

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**Field of study** Filologia

## ● **LANGUAGE SKILLS**

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Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>RUSSIAN</b>	B2	B2	B1	B1	B1
<b>ENGLISH</b>	C2	C2	C1	C1	C2
<b>FRENCH</b>	C1	C1	C1	C1	C1
<b>LINGUA DEI SEGNI INTERNAZIONALE</b>	A1	A1	A1	A1	A1
<b>SPANISH</b>	A2	A2	A2	A2	A2

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

## ● SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Microsoft Word | Microsoft Office | Google Drive | Good listener and communicator | Social Media | Microsoft Powerpoint | Team-work oriented | problem solving | Microsoft 365 / Microsoft Office

## ● PUBLICATIONS

2023

**Poetic anthology Aletti Editore**

<https://paesaggidivoci.wordpress.com/>

## ● DRIVING LICENCE

Driving Licence: B

## ● CERTIFICATES

16/09/2023 – CURRENT

**HACCP Certification**

11/2020 – CURRENT

**Workplace Safety Certification**

*I authorize the processing of my personal data in accordance with Legislative Decree No. 196 of 30 June 2003 and Article 13 of GDPR 679/16.*

Rome , 09/09/2025

Marta Fabiani