

## PERSONAL INFORMATION

**Laurence Steinman**

## WORK EXPERIENCE

July 2002 - present

**Freelance Copywriter, Translator and Web/Social Media Consultant**

**Clients include:** Aegis Media, Centro Multimediale di Terni, Com&Spo, Cultur-E, Deep Blue, Duel spa, EUR spa, European Recycling Platform, FILAS, Fondazione Mondo Digitale, Fondoest, ISFOL, INAREA, IZI spa, Octo Telematics, Policlinico Universitario Gemelli, Radio Media, RAI, Ray Clever Photographers, Salini Impregilo, Sapienza University, Umbria Music Fest.

- Copywriting: news, websites, press releases, corporate literature, white papers
- Web & Social Media Consultant
- Content Management: production, proofreading, editing and publishing
- Translations

[Professional Copywriter, Web and Social Media Consultant & Translator](#)

Sept 2000 – July 2002

**Communications Manager**

**TV Files** – Rome, Italy

- Marketing and Communications
- Copywriting: website, news and press releases

[Interactive B2B Satellite Services](#)

Sept 1996 – Sept 2000

**Freelance TV Producer**

**Clients include:** Associated Press TV, Sports Network TV, Chinese Central TV, Paravision Inc.

- Story identification, background research, filming direction, editing and script writing

[News Agency & Television Networks](#)

Sept 1989 – Sept 2000

**Translator**

**Clients include:**

- Università La Sapienza, History Dept.
- Università di Roma II, History Dept.
- Università di Urbino, History Dept.
- Università di Cagliari, History Dept.
- Università di Macerata, Philosophy Dept.
- Università di Salerno, Communications Dept.
- Università di Roma II, Architecture and Civil Engineering Depts.
- BMG Ricordi (Rome)
- Ospedale e Centro di Ricerca Santa Lucia (Rome)
- Ciba Vision (Rome)

- Translations

EDUCATION AND TRAINING

1984 - 1989

Bachelor of Arts

**Rutgers College, Rutgers University** – New Brunswick, New Jersey (USA)

Including **Junior Year Abroad Programme** at the University of Konstanz, Germany (1988)

- Double B.A. Archaeology / German

1980 - 1984

High School Diploma

**Notre Dame International High School** – Rome, Italy

- University preparatory curriculum

Mother tongue(s)

**English and Italian**

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C1	C1	C1	C1	B2
<b>Goethe Institut: <i>Zertifikat Deutsch als Fremdsprache</i> (1989) and <i>Mittelstufenprüfung</i> (1990)</b>					
French	C1	B2	B2	B2	B1

Communication skills

Excellent communication skills gained over 25 years of work in corporate communications, internal communications and event communications, including: newsletters, press releases, web site development and news, and including filmed interviews (TV Files) and web content management.

I have also worked in press and TV news agencies (including Associated Press, Associated Press TV and ANSA).

Organisational / managerial skills

Excellent teamwork coordination and participation, especially as a communications consultant working with company directors and managers, graphic designers, web masters, art directors and external project managers.

Job-related skills

Punctual, responsible and reliable

Computer skills

- Excellent command of Microsoft Office and Mac Programmes
- Excellent command of blogging and social media tools (on-line / off-line)
- Good command of Word Press, Drupal and other CMS systems
- Good command of Photoshop and other image editing tools
- Working knowledge of HTML
- In general, very proficient with computer and Internet-related tools

ADDITIONAL INFORMATION

I blog on social media, web 2.0, digital culture and Internet-related matters on **Funky Chicken Media**

LinkedIn

<http://www.linkedin.com/pub/laurence-steinman/17/1ba/446>