

WORK EXPERIENCE

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| <ul style="list-style-type: none">• Dates (from – to)• Name and address of employer• Type of business or sector• Occupation or position held | <p>06/09/2018 - Ongoing</p> <p>Transcom hungary Kft - Budafoki út 91-93, 1117, Budapest - Hungary</p> <p>Technical Helpdesk for UPS employees and customers. Helpdesk Agent Italian and English Speaking Level 1.</p> |
| <ul style="list-style-type: none">• Dates• Name and address of employer• Type of business or sector• Occupation or position held | <p>17/06/2017 - 15/11/2017</p> <p>B&B Gatto Bianco s.r.l. - Via Benedetto Cairoli - 70122, Bari, Italy</p> <p>Reception service, booking and room assignment, validation and insertion of customer documents, attendance planning, inspector of cleaning of every room and common areas, management of databases, administrative and accounting functions.</p> <p>Responsible for receiving customers and Responsible for the quality control of the accommodation.</p> |
| <ul style="list-style-type: none">• Dates• Name and address of employer• Type of business or sector• Occupation or position held | <p>14/11/2013 - 03/10/2014</p> <p>Upgrade TLK s.r.l. - 172, Via Giovanni Amendola, 70126, Bari - Italy</p> <p>Customer service and outbound teleselling of Fastweb products; working for a short period of back office, filling out call reports.</p> <p>Operator in telecommunications.</p> |

• Occupation or position held

EDUCATION AND TRAINING

- Dates
- Name and type of organisation
- Principal subjects/occupational skills covered
- Title of qualification awarded

Achieved in 2017

Nouvelle Esthétique Académie - 2/R, Via Geatano Devitofrancesco, 70124, Bari - Italy

English, Computer Technology, Chemistry, Biology, Anatomy, Law, Dermatology, Accounting, Basic aesthetics, Face and Body Treatments, Make-up and Massages. Diploma as a wellness operator.

- Dates
- Name and type of organisation
- Principal subjects/occupational skills covered
- Title of qualification awarded

Achieved in 2013

I.P.S.S.A.R. "A. Perotti" - 8, Via Niceforo, 70124, Bari - Italy

English, French, Italian, Math, Business Administration, Reception, Marketing specialists, History of Tourism, Law, Economy, Food and beverage service, Nutrition, Food Safety Quality. Hotel Diploma with specialist in the Tourism sector.

- Dates
- Name and type of organisation
- Principal subjects/occupational skills covered
- Title of qualification awarded

02/03/2012 - 05/06/2012 / 12/10/2012 - 15/02/2013

EuroMaster, Travel Agency - Via Niccolò Piccinni, 70125, Bari - Italy Travel Planning, Filling out estimates, Ticket booking.

Tourist Operator in a Scholastic Internship.

- Dates
- Name and type of organisation
- Principal subjects/occupational skills covered

22/10/2012

Hotel Sheraton Nicolaus - 27, Via Cardinale Agostino Ciasca, 70124, Bari - Italy Reception service during congresses in a Scholastic Internship.

- Dates
- Name and type of organisation
- Principal subjects/occupational skills covered

5/03/2013

Fiera del Levante, 4, Lungomare Starita, 70132, Bari - Italy

Reception service during Microsoft private workshops in a Scholastic Internship.

I am a person attentive to details and to the organization, extrovert, solar, but respectful of company norms. I am open to comparison, I consider it a method of personal growth. I am a dynamic person who has a passion for foreign languages, so I would like to study the new ones.

ITALIAN

PERSONAL SKILLS AND COMPETENCES

ENGLISH

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas	GOOD
	GOOD
	GOOD

MOTHER TONGUE

OTHER LANGUAGES

- READING SKILLS
- WRITING SKILLS
- VERBAL SKILLS

FRENCH

- READING SKILLS GOOD
- WRITING SKILLS GOOD
- VERBAL SKILLS GOOD

ORGANISATIONAL SKILLS

Coordination and administration of people, project and budgets, at work, in voluntary work (for example culture and sports) and at home, etc.

I consider myself a systematic person, who likes to act according to carefully planned schemes, but I am also able to keep calm in unexpected situations and define the "plan B". I have a strong sense of observation and this makes me demanding towards the result.

TECHNICAL SKILLS

With computers, specific kinds of equipment, machinery, etc.

I inherited my passion for computer science from my father, so I attended the certification for ECDL. In the aesthetic field I studied and practiced treatments with machinery in the sector.

ARTISTICS SKILLS

I have always had a weakness for craftsmanship and in particular pottery and painting creations. COMPETENCES I love cooking for others. As an artistic inclination, I would also like to consider one of my passions: Dungeons and Dragons. In this role-play: practiced mainly live, around a table with friends, I initially played the role of player, but soon, directly proportional to the growth of this passion has increased the desire to become the narrator, so I became a Dungeons Master, getting small satisfactions from the enthusiasm of the players aroused by my stories.

OTHER SKILLS AND

COMPETENCES

Competences not mentioned above.

I love gardening and I am very fascinated by the vegetal biochemistry of carnivorous plants.

DRIVING LICENCE(S)

B Licence.