

PERSONAL INFORMATION

Aljsia Tavanti



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Sex F | Date of birth 18 May 1998 | Nationality Italian

JOB APPLIED FOR Administrative Secretary

WORK EXPERIENCE

- 14-28 February 2016 **Receptionist-Secretary**
"Studio Commerciale Dott. Cesare Marchetti"
Via Roma, Fucecchio (FI)
I was responsible for :
- Managing invoices
 - Managing incoming and outgoing calls and E-Mails
- 15-30 June 2015 **Secretary**
"Bartoli S.r.l."
Via Petroio, 7,50054 Fucecchio (FI)
- 1-15 July 2014 **Teacher**
Nursery school "Grillo Parlante"
Via U.Foscolo,15, Fucecchio (FI)

EDUCATION AND TRAINING

- 2009-2012 **Junior High School Diploma**
Istituto Comprensivo "Montanelli Petrarca", via della Repubblica, 50054, Fucecchio (FI)
- 2012-2017 **High School Diploma**
I.T. "CATTANEO", via Catena, 3, 56028 San Miniato (PI)
- I attend the fifth and final year of I.T. "Cattaneo" and I attend the Administration, Finance and Marketing course.
 - I study the following subjects:
 - Economics
 - Political Economics
 - P.E.
 - R.E.
 - Law
 - English
 - German
 - Italian
 - History
 - Maths

PERSONAL SKILLS

Mother tongue Italian

Other languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
German	A2	A2	A2	A2	A2

Communication skills I have good communication skills and I am used to interacting with people.

Organisational / managerial skills I have excellent organisational skills, which I acquired thanks to the school projects I participated in.

Computer skills Good knowledge of Microsoft Office Applications such as Power Point, Word, Excel and Publisher.

Other skills I am good at dealing with people and customers, making decisions, working as a part of a team and sorting out problems.

Driving Licence B

Publications Brochures:
 ▲ “MondoVagando” (2015/2016)

Presentations Power Point Presentations and Videos:
 ▲ “EXPO 2015” (2015)
 ▲ “MondoVagando” (2015/2016)
 ▲ “Jane Austen” (2016)

Projects
 ▲ “Expo 2015”, Milan (2015)
 ▲ “Happy Days”, ErasmusTheatre, Florence (2015)
 ▲ “Pride and Prejudice”, Jane Austen, Palketto Stage, Viareggio (Lucca) (2016)
 ▲ “Hard Rock Cafe-Marketing”, Florence (2016)
 ▲ “Pygmalion”, PalkettoStage, Viareggio (LU) (2017)

Conferences
 ▲ Conference-CARISMI-Cassa di Risparmio di San Miniato (2016)
 ▲ Conference-Fondazione-Cassa di Risparmio di San Miniato (2016)

References

Mr. Alessandro Frosini Principal I.T. “Cattaneo” via Catena, 3 56028 San Miniato (PI)	Mrs. Maria Beatrice Bianucci English Teacher I.T. “Cattaneo” via Catena, 3 56028 San Miniato (PI)
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Annexes Copies of my diplomas