

PERSONAL INFORMATION



Francesca Valleggi

📍 Piazza Gianni Rodari, 3, San Miniato Basso 56028 (Pi), Italy

☎ +39 0571 401246 📠 +39 345 5948158

✉ francesca.valleggi@hotmail.it

💬 WhatsApp+39 345 5948158

Sex F | Date of birth 9 July 1998 | Nationality Italian

JOB APPLIED FOR Secretary

WORK EXPERIENCE

February 2016

Secretary

“ Studio Manzi, Commercialisti Associati ”

Via Alessandro Volta, San Miniato basso (Pi), Italy

EDUCATION AND TRAINING

2009-2012

Junior High School Diploma

Istituto Comprensivo “ F. Sacchetti “ , Via Capponi 56028, San Miniato Basso (Pi), Italy

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”. I attend the Administration, Finance and Marketing course.
- I study the following subjects:
 - Economics
 - Law
 - English
 - German
 - Italian
 - History
 - Political Economics
 - Maths
 - P.E.
 - R.E.

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 thanks to the school projects I participated in, my work experience and my personality.

Organisational / managerial skills I have a very good organizational and managerial skills which I acquired thanks to the school projects I participated in.

Computer skills I have an excellent knowledge of the main software applications such as: Word, Power Point, Publisher and Excel.

Other skills I am excellent at working in team and am able to develop and maintain excellent customer relations

Driving Licence B

ADDITIONAL INFORMATION

Publications

- “ Mondovagando “ (2016)

Presentations

- “Expo 2015” (2015)
- “Mondovagando” (2016)
- “ Le obbligazioni” (2016)
- “Il Quarantotto” (2016)
- “La Cina” (2016)
- “L'Iran” (2016)

Projects

- “Festa dei Diplomi “(Staff Hostess) (2013)
- “Festa del Tartufo”, Associazione “Noi del Cattaneo” (2015)
- “Expo 2015”, Milan (2015)
- “Happy Days”, Erasmus Theatre, Florence (2015)
- “Pranzo della Chimica” (Staff Hostess) (2016)
- “Mondovagando” (2016)
- “Hard Rock Cafe” – Marketing, Florence (2016)“
- “Pride and Prejudice”, Jane Austen, PalkettoStage ,Viareggio (2016)
- “Impresa in Azione” (2016)
- “Pygmalion”, George Bernard Shaw, PalkettoStage, Viareggio (2017)

Conferences

- Conference – Fondazione Cassa di Risparmio di San Miniato (2015)
- Conference-CARISMI-Cassa di Risparmio di San Miniato (2016)

References

Mr. Alessandro Frosini
Principal
IT “Cattaneo”
Via Catena, 3, 56028
San Miniato (PI)

Mrs Maria Beatrice Bianucci
English Teacher
IT “Cattaneo”
Via Catena, 3, 56028
San Miniato (PI)

Annexes

copies of my diplomas