

PERSONAL INFORMATION Giulia Bordin



📍 Via Giacomo Puccini 6 San Romano (PI) Italy

☎ +39 0571450012 📠 +39 3663265910

✉ giuliabordin.98@hotmail.com

Sex Female | Date of birth 28 February 1998 | Nationality Italian

JOB APPLIED FOR Manager

WORK EXPERIENCE

14-28 February 2015

Secretary

“Studio Matteoli”

Via Padre Ernesto Balducci 65/69,5620 San Romano(PI)

EDUCATION AND TRAINING

2010 – 2012 Junior High School Diploma
Istituto Comprensivo Statale “C.Banti”, via Pisacane,15 56029,Santa Croce sull’Arno(PI)

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, Political Economies, English, German, Italian, Maths and History.

PERSONAL SKILLS

Mother tongue Italian

Other language(s)

	UNDERSTANDING		SPEAKI		WRITIN
	Listening	Readin	Spoken	Spoken	
English	B1	B1	B1	B1	B1
German	A2	A2	A2	A2	A2

Communication skills I have good communication skills.

Organisational / managerial skills I have excellent organisational skills which I acquired thanks to the school projects I participated such as "Impresa in Azione".

Computer skills I have a good knowledge of the main software applications such as: Word and Power Point.

Other skills I have excellent at dealing with people and customers

Driving licence B

Projects

- “Expo 2015” (2015)
- “Happy Days” ,Erasmus Theatre, Florence (2015)
- “Pride and Prejudice”, Jane Austen, Palketto Stage, Viareggio(2016)
- “ Hard Rock Café- Marketing”, Florence (2016)

Conferences

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

Annexes

copies of my diploma