

PERSONAL INFORMATION

Irene Donati



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Sex F | Date of birth 5 May 1998 | Nationality Italian

JOB APPLIED FOR Marketing Manager

WORK EXPERIENCE

15-28 February 2015 **Secretary**
"Studio Ruglioni e Associati."
via Manzoni 3,56029 Santa Croce sull' Arno (PI)
Responsible for the import – export department

EDUCATION AND TRAINING

2009-2012 **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" and I attend the Administration, Finance and Marketing course.
- I study the following subjects:
 - Economics
 - Law
 - English
 - German
 - Italian
 - History
 - Maths.

Mother tongue

Italian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
German	B1	B1	B1	B1	B1

Communication skills

I have very good communication skills thanks to the school projects I participated in, my work experience and my personality.

Organisational / managerial skills

I have excellent organisation skills thanks to "Impresa in Azione", the school project I participated in. I have good telephone manner.

Computer skills

I have an excellent knowledge of Microsoft Office Applications such as Power Point, Word, Excel and Publisher.

Other skills

I am good experience at dealing with people.

Driving Licence

B

ADDITIONAL INFORMATION

Publications	Power Point Presentations and Videos: <ul style="list-style-type: none"> • “Take me Anywhere: Beyond European Borders” (2015) • “Mondovagando” (2015/2016) 	
Presentations	<ul style="list-style-type: none"> • “Expo2015” (2015) • “Jane Austen”(2015) • “Take me Anywhere: Beyond European Borders”(2015) • “Mondovagando” (2016) • “Big Medion” (2016) 	
Projects	<ul style="list-style-type: none"> • “Cultural Exchange with the Netherlands(2014/2015) • “Happy Days” (2014) • “Expo 2015” (2015) • “Mondovagando”(2016) • “Pride and Prejudice”, Jane Austen, PalkettoStage,Viareggio(2016) • Hard Rock Cafe”, Florence (2016) • Big Medion (2016) 	
Conferences	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 diplomas	