



## Irene Monzitta

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### PERSONAL INFORMATION

Sex F | Date of birth 24 August 1998 | Nationality Italian

**JOB APPLIED FOR** Secretary

### WORK EXPERIENCE

February 2016 **Secretary**  
Montaione Impianti s.r.l via Manzoni 2,50050 Montaione (Fi)

### EDUCATION AND TRAINING

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2009-2012 **Junior High School Diploma**  
Istituto Comprensivo "G.Gonnelli" , via Alfieri 3,50050 Montaione (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". 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

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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.

Organisational / managerial skills

I have an excellent level of organisational skills thanks to the period of training I had. I organized the cultural Exchange with The Netherlands in 2015.

Computer skills

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

Other skills

I am excellent at working in a team .

Driving Licence B

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## ADDITIONAL INFORMATION

- Publications**
- "Take me Anywhere: Beyond Europeans Borders" (2014/2015)
  - "Mondovavagando" (2015/2016)

- Presentations**
- "Take me Anywhere: Beyond Europeans Borders" (2014/2015)
  - ▲ "Expo 2015" (2015)
  - ▲ "Mondovagando (2016)

- Projects**
- ▲ Expo 2015", Milan (2015)
  - ▲ "Happy Days", Erasmus Theatre, Florence (2015)
  - ▲ "Cultural Exchange with the Netherlands "(2014/2015)
  - ▲ "Mondovagando" (2016)
  - ▲ "Hard Rock Cafe" – Marketing, Florence (2016)
  - ▲ "Pride and Prejudice", Palketto Stage, Viareggio (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 diplomas