

## PERSONAL INFORMATION

### Kiara Maffei



📍 via San Tommaso 2, 56029, Santa Croce sull' Arno (PI), Italy

☎ 0571 34675

📞 +39 3427622722

✉ kiaramaffei@gmail.com

Sex F | Date of birth 2 September 1997 | Nationality Italian

JOB APPLIED FOR Secretary

## WORK EXPERIENCE

July 2015 Secretary  
"Studio Commerciale Associato Sani.Mariotti", Via Manzoni 2,  
Santa Croce sull'Arno (PI)

## EDUCATION AND TRAINING

2008-2011 **Junior High School Diploma**  
Istituto Comprensivo "Michelangelo Buonarroti", P.zza Spalletti Stellato, 56024,  
Ponte a Egola (PI)

2011-2017 **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
  - Law
  - English
  - German
  - Italian
  - Maths
  - History
  - 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 and the exchange with the Netherlands.

Organisational / managerial skills

I have a good level of organisational skills thanks to my work experience.

Computer skills

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

Other skills

I am very good dealing with customers.

Driving Licence

B

- Publications** Brochures:  
"Take me Anywhere: Beyond European Borders(2015)  
"Mondovagando"(2016)
- Presentations** "  
"Take me Anywhere: Beyond European Borders" (Prezi) (2015)  
"Expo 2015" (2015)  
"Mondovagando" (2016)
- Projects** "Expo 2015", Milan (2015);  
"Cultural Exchange with the Netherlands "(2014 - 2015);  
"Happy Days", Erasmus Theatre ,Florence (2015);  
"Pride and Prejudice", Jane Austen, Palketto Stage,Viareggio (2015)  
"Mondovagando" (2016);  
"Hard Rock Cafe"-Marketing, Florence (2016);
- Conferences** Conference – CARISMI – Cassa di Risparmio di San Miniato(2015)  
Conference – Fondazione Cassa di Risparmio di San Miniato(2015)
- Annexes** Copies of my diplomas