

PERSONAL INFORMATION

Martina Scannelli

📍 via Pirandello 4, Santa Croce sull'Arno 56029 (Pi), Italy

☎ +39 0571 360 301 📠 +39 331 2688678

✉ martinascannelli@gmail.com

💬 WhatsApp+39 331 2688678

Sex F | Date of birth 23 June 1998 | Nationality Italian

JOB APPLIED FOR

Secretary

WORK EXPERIENCE

February 2016

Secretary

Comune di, Piazza del Popolo 8,
56029 Santa Croce sull'Arno (Pi)

EDUCATION AND TRAINING

2009-2012

Junior High School Diploma

Istituto Comprensivo "Banti", Via Del Mille 56029, Santa Croce sull'Arno (Pi)

High School Diploma

2012-2017

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.
-

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

ADDITIONAL INFORMATION

Communication skills

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

Organisational / managerial skills

I have an excellent level of organisational skills thanks to the period of training I had in 2016.

Computer skills

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

Other skills

I am excellent at working in a team.

Driving Licence

B

Publications ▲ "Mondovagando" (2016)

Presentations ▲ "Expo 2015" (2015)
▲ "Mondovagando" (2016)

Projects ▲ "Expo 2015", Milan (2015)
▲ "Happy Days", Erasmus Theatre, Florence (2015)
▲ "Mondovagando" (2016)
▲ "Hard Rock Cafe" – Marketing, Florence (2016)
▲ "Pride and Prejudice" (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