

PERSONAL
INFORMATION

Silvia Cirrito



Via San Michele 38, 56028 San Miniato (PI), Italy

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Sex F | Date of birth 1 April 1998 | Nationality Italian

JOB APPLIED FOR

Marketing Manager

WORK EXPERIENCE

15-27 February 2015

Administrative Secretary

“Studio Falaschi”, Viale Guglielmo Marconi, 39 56028 San Miniato Basso (PI)

EDUCATION AND
TRAINING

2010-2012

Junior High School Diploma

Istituto Comprensivo “Sacchetti”, Via Gino Capponi 2, San Miniato Basso (Italy)

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” and I attend the Administration, Finance and Marketing course.
- I study the following subjects:
 - Economics
 - Law
 - English
 - German
 - Italian
 - P.E
 - R.E
 - History
 - Political Economics
 - Maths

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 excellent communication skills thanks to the school projects I participated in, and my personality.

Organisational / managerial skills

I am good at motivating staff and coordinating large groups of workers.

Computer skills

I have a good command of both PC and Apple hardware.

Other skills

I am excellent at dealing with clients and colleagues. I am able to adapt to under-pressure situations.

Driving Licence

B

Publications

Brochures:

- "Mondovagando" (2016)

Presentations

Power Point Presentations and Videos:

- "Expo 2015"(2015)
- "Mondovagando" (2016)
- "La Cina" (2016)
- "L'Angola" (2016)
- "Le Obbligazioni" (2016)
- "Il Quarantotto" (2016)

Projects

- "Festa dei diplomi" (Staff Hostess) (2013)
- "Expo 2015" (2015)
- "Happy Days", Erasmus Theatre, Firenze (2015)
- "Pride and Prejudice", Jane Austen, Palketto Stage, Viareggio (2016)
- "Hard Rock Café" - Marketing (2016)
- "Impresa in Azione" (2016)
- "Pygmalion", George Bernard, Show, Palketto Stage, Viareggio (2017)

Conferences

- Conference- Fondazione Cassa di Risparmio di San Miniato (2015)
- Conference- CARISMI -Cassa di Risparmio di San Miniato (2016)

References

Mr Alessandro Frosini
Principal
"Cattaneo"
via Catena, 3 56028
San Miniato (PI)

Mrs Maria Beatrice Bianucci
English Teacher
I.T. "Cattaneo"
via Catena, 3 56028
San Miniato (PI)

I.T.

ADDITIONAL INFORMATION

Annexes

Copies of my diplomas