



Domenico Vetro

Date of birth: 09/08/1997

Nationality: Italian

CONTACTS

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europass

WORK EXPERIENCE

01/09/2021 - 31/05/2022 Milano , Italy

Secretary to the Medical Clinic S.R.L

1. Management of incoming and outgoing emails
2. Answer calls and forward them to department heads or superiors
3. Organisation of meetings and appointments
4. Management of communications and documents addressed to the various managers
5. Management of document archives, file folders and cataloguing of bills and invoices
6. Drafting and editing of documents
7. Administrative tasks
8. Reception of people and customers who come to the office (reception activities)
9. Preparation of communications and letters

Enterprise or sector Social welfare and assistance

01/09/2021 - 31/05/2022 Milano , Italy

Marketing Manager Medical Clinic S.R.L

1. Planning and organizing the creation of site content web
2. Graphic design for the creation of content on social networks
3. Preparation of letters and emails for clients in response to their questions or to provide clarifications on an ongoing project
4. Coordination of day-to-day activities leading to completion of projects and tasks
5. Creation of newsletters
6. Creation of advertising campaigns

Enterprise or sector Social welfare and assistance

10/06/2020 - 18/03/2024 Milano , Italy

Sports editor for webTuttocalciomercato24.com

Managing the Tuttocalciomercato24.com website with other staff by publishing news about the transfermarket landscape, general news, analysis and editorial content as well as the complete management of the page present on the main social networks and kept in constant daily update.

01/10/2017 - 31/10/2018 Milano , Italy

Sports editor for webCUS Milano

Sports correspondent for events organized by CUS Milano.

03/10/2022 - ATTUALE Milano , Italy

Customer Service EXPORT DHL Express Italia

Management of shipments from Italy to a non-EU country (=WPX), issuing the customs bill.

19/03/2024 Milano , Italy

Sports editor for webSpazioCalcio24 .it

Management in first person, with other collaborators, of the website SpazioCalcio24.it through the publication of general news concerning the football scene, as well as the complete management of the page present on the main social-network and kept in constant daily update.

28/05/2024 - ATTUALEMilano , Italy

Communication Specialist Brera Holdings PLC

Management of the [BreraFC.comsite](#) through publishing editorial content related to Brera Holdings PLC
Professional relationship with football club managers
Editorial publication of the contents on the Instagram page [of Brera Fc](#)

EDUCATION AND TRAINING

12/09/2011 – 09/07/2016

Diploma of Technical Institute Technological Sector in Graphic and Communication - Curvatura Grafica e Fotografia visualITSO Albe Steiner

03/10/2016 – 09/11/2019

Bachelor's degree in Communication, Media and Advertising IULM University

22/11/2019 – 18/06/2020

Executive Master in Sports Journalism RCS Academy

LANGUAGE SKILLS

LINGUA MADRE: italiano

Other languages: English

English

AscoltoB1

Oral production B1

LetturaB1

Oral interaction B1

ScripturaB1

Levels: A1 and A2: Elementary level B1 and B2: Intermediate level C1 and C2: Advanced level

DIGITAL SKILLS

Office Package Mastery (Word Excel PowerPoint etc) Social Network Email Autonomous mail management e-mail
Android GoogleChrome Use of the Windows office Google Good command of the pc related software and the Office
package Mozilla Firefox Operating Systems Windows 9XNT2000XPVistaSevlen8Windows 10 Android Gmail Outlook -
Good skills in the use of Windows platforms MacOS Android iOS Editing photos and videos using storage platforms and
data management as DropBox Google Drive and WeTransfer Good command of the Adobe Package (Photoshop, Illustrator, InDesign)

PROJECTS

13/12/2019 – 18/06/2020

Women's sport: discrimination, struggles, achievements, successes and goals

Project work included in the course Master in Sports Journalism that saw the production of a cross-section of the female sport world, through the writing of an article, two videos and two interviews with Carolina Morace and Raffaella Masciadri.

MANAGEMENT SKILLS AND DIRECTIVES

Management skills

I am an enterprising person who does not struggle to express his opinion to improve the result final. I have a good deal of initiative and when there is a problem I can stay calm.

ORGANISATIONAL SKILLS

Organization

I can organize the work assigned to me; I am a detail-oriented person who can plan a work plan that is likely to be effective. Flexible person who adapts to any changes in time and requests.

HOBBIES AND INTERESTS

Hobby

I like to write in the field of sports with particular interest in the football scene.

CREATIVE WORK

01/03/2014 – 06/06/2014

Photo exhibition

During my high school years, I collaborated on the creation of the photographic exhibition "Close to me" together with the photographer of Spanish origin Cristina Nuñez, in which the different moods were represented through self-portraits.

COMMUNICATION AND INTERPERSONAL SKILLS

Relational skills

Very sociable, dynamic and open to comparison. I like working in teams where I can pay good attention to what is communicated by the other participants. I welcome suggestions that can be given to improve my own idea or change it if necessary.

I authorize the processing of my personal data in the CV pursuant to art. 13 d. lgs. 30 June 2003 n. 196 - "Code on the protection of personal data" and art. 13 GDPR 679/16 - "European Regulation on the protection of personal data".