



Ian Zammit

Nationality: Maltese ☎ (+356) 79462813 **Date of birth:** 13 Jun 1997

Gender: Male ✉ **Email address:** zammitian1@gmail.com

📍 **Address:** Octagon 8 Triq Bwieqi Mosta, MST 2663 Mosta (Malta)

EDUCATION AND TRAINING

Bachelor of Science (Honours) in Multimedia Software Development IT *Institute Of Information & Communication Technologies* [Aug 2019 – Current]

Address: Triq Kordin, PLA 9032 Paola (Malta)

<https://moodle.mcast.edu.mt/course/index.php?categoryid=30>

ECDL Basic Course (Computer Essentials, Online Essentials, Introduction to Word Processing, Introduction to Excel Processing) *Jobsplus Online Training* [6 Dec 2021 – 9 Mar 2022]

Address: RGC4+8H7, RGC4+8H7 Birżebbuġa (Malta)

<https://jobsplus.gov.mt/courses>

Advanced Diploma in IT in (Multimedia Software Development) *Institute Of Information & Communication Technologies* [Aug 2016 – Jun 2018]

Address: Triq Kordin, PLA 9032 Paola (Malta)

<https://moodle.mcast.edu.mt/course/index.php?categoryid=22>

Diploma in IT in (Multimedia Software Development) *Institute Of Information & Communication Technologies* [Aug 2015 – Jun 2016]

Address: Triq Kordin, PLA 9032 Paola (Malta)

<https://moodle.mcast.edu.mt/course/index.php?categoryid=20>

MCAST Foundation Certificate In Computing *Institute Of Information & Communication Technologies* [Aug 2014 – Jun 2015]

Address: Triq Kordin, PLA 9032 Paola (Malta)

<https://moodle.mcast.edu.mt/course/index.php?categoryid=19>

Direttorat ghal Kwalita u Standards fl-edukazzjoni *Maria Regina College* [2008 – 2014]

Address: Triq il-Biedja, Mosta (Malta)

<https://edumalta.gov.mt/en/schools/state-schools/maria-regina-college-mosta-secondary-school-zokrija>

WORK EXPERIENCE

MITA Student Placement Programme 2021

KNZ [8 Jul 2021 – 13 Sep 2021]

City: Floriana

Country: Malta

- **Main Work**
- WordPress Website Developer
- Website Design Streamline
- Integration Of KNZ Facebook With KNZ Website
- Registration/Log In Feature
- Google Analytics To Track Traffic Of People Visiting Site
- GIF Maker
- **Software Used**
- WordPress (Elementor)
- Adobe Photoshop
- Adobe Illustrator
- Adobe Premiere Pro

Student Worker

Ministry For Family & Social Solidarity IRU (International Relations Unit) [12 Jul 2020 – 10 Sep 2020]

City: Valletta

Country: Malta

- **Main Activities**
- Different Data Forms Filling Digital
- Updating Clients Database Information
- Files Organization Physical
- Letter Application Sent To Clients Physical
- Assisting Everyone In Need Due To Familiarity With All Work
- **Responsibilities**
- Correct Data Implementation Digitally and Physically
- Correct File Placements
- **Software Used**
- Microsoft Word
- SUBS (Software for database used by the government)

Clerical Duties

Ministry For Family & Social Solidarity IRU (International Relations Unit) [18 Aug 2019 – 12 Sep 2019]

City: Valletta

Country: Malta

- **Main Activities**
- Letter Applications Form For Specific Users (Digital)
- Email Application Sent To Users Needs (Digital)
- Different Data Forms Filling (Digital)
- Updating Clients Database Information

- Files Organization (Physical)
- Letter Application Sent To Clients (Physical)
- Assisting Everyone In Need Due To Familiarity With All Work
- **Responsibilities**
- Correct Data Implementation Digitally and Physically
- Correct File Placements
- **Software Used**
- Microsoft Word
- SUBS (Software for database used by the government)

Clerical Duties

Ministry For Family & Social Solidarity IRU (International Relations Unit) [14 Jul 2019 – 8 Aug 2019]

City: Valletta

Country: Malta

- **Main Activities**
- Letter Applications Form For Specific Users (Digital)
- Email Application Sent To Users Needs (Digital)
- Different Data Forms Filling (Digital)
- Updating Clients Database Information
- Files Organization (Physical)
- Letter Application Sent To Clients (Physical)
- Assisting Everyone In Need Due To Familiarity With All Work
- **Responsibilities**
- Correct Data Implementation Digitally and Physically
- Correct File Placements
- **Software Used**
- Microsoft Word
- SUBS (Software for database used by the government)

Food And Beverage Attendant

AX Hotel Operations PLC [31 Jan 2019 – 9 Jun 2019]

City: Qawra

- **Main Activities**
- Adjusting to a Different Restaurant (Waterfront Tal-Kaptan)
- Multitasking
- Time Management
- Taking Orders
- Cleaning Tables
- Clearing Plates
- Stock Refill
- Printing Bills / Giving Change / Card Machine
- Food Runner / Drinks Runner / Dessert Runner
- Garbage Runner
- Team Work
- **Responsibilities**
- Bills / Money
- Food Ingredients Due To Allergies

- Efficiency Under Stress

Waiter

Quayside Catering LTD [2 Jul 2017 – 6 Jan 2019]

City: Qawra

Country: Malta

- **Main Activities**
 - Multitasking
 - Time Management
 - Taking Orders
 - Cleaning Tables
 - Clearing Plates
 - Stock Refill
 - Printing Bills / Giving Change / Card Machine
 - Food Runner / Drinks Runner / Dessert Runner
 - Garbage Runner
 - Team Work
- **Responsibilities**
 - Bills / Money
 - Food Ingredients Due To Allergies

Clerk

Ministry For Family & Social Solidarity IRU (International Relations Unit) [15 Jul 2018 – 13 Sep 2018]

City: Valletta

Country: Malta

- **Main Activities**
 - Letter Applications Form For Specific Users (Digital)
 - Email Application Sent To Users Needs (Digital)
 - Different Data Forms Filling (Digital)
 - Updating Clients Database Information
 - Files Organization (Physical)
 - Letter Application Sent To Clients (Physical)
 - Assisting Everyone In Need Due To Familiarity With All Work
- **Responsibilities**
 - Correct Data Implementation Digitally and Physically
 - Correct File Placements
- **Software Used**
 - Microsoft Word
 - SUBS (Software for database used by the government)

Student Worker

Ministry For Family & Social Solidarity (Registry Department) [16 Jul 2017 – 7 Sep 2017]

City: Valletta

- File Organization (Physical)
- Letter Organization (Physical)
- Sick Leave Organization (Physical)

- Paper Sorting (Physical)

LANGUAGE SKILLS

Mother tongue(s): **Maltese** | **English**

Other language(s):

Italian






LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1

SPOKEN INTERACTION A1

DIGITAL SKILLS

Digital Skills - Test Results

 Information and data literacy	ADVANCED	Level 5 / 6
 Communication and collaboration	ADVANCED	Level 5 / 6
 Digital content creation	ADVANCED	Level 5 / 6
 Safety	INTERMEDIATE	Level 4 / 6
 Problem solving	INTERMEDIATE	Level 4 / 6

Results from [self-assessment](#) based on [The Digital Competence Framework 2.1](#)

My Digital Skills

Outlook / Microsoft Office / Microsoft Excel / Social Media / Power Point / Facebook / Graphics tablet / Good listener and communicator / Team-working skills / Driving licence B / Krita Digital Painting / TwitchTV / Adobe Photoshop 2018 / Adobe (Adobe photoshop, Adobe Illustrator, Adobe XD, Adobe Premiere) / Google Drive / Maya 3D / Familiar with Unity Engine

DRIVING LICENCE

Driving Licence: B1

Driving Licence: B

VOLUNTEERING

MFA Volunteering

[Ta Qali, 24 Feb 2021 – 5 Mar 2021]

Work Done At The Volunteering

- Newsletter Design

https://mcusercontent.com/292bcb69ac81fcaea1a0cfff2/files/9a9e4108-35d1-4d3f-97d6-6ac44a770f4b/FSR_Newsletter_1_.pdf

- Laptop Cleanup, Updating, Virus Scan.
- Participate In a event https://www.youtube.com/watch?v=Hi5B_iUVCdo&list=PLQATzoFPNmwj4wuDkJMD0Tu7AroF4dESx&index=15
- Badge Design
- Organization, Listing, Taking Account of stock goods.

HOBBIES AND INTERESTS

Drawing

Here is where I post all my drawings and designs

<https://www.facebook.com/lanZart1>



DEPARTMENT OF SOCIAL SECURITY
38, Ordnance Street
Valletta VLT 2000
email: social.security@gov.mt
web: socialsecurity.gov.mt
freephone: 153

3rd September 2020

To Whom It May Concern:

This is to confirm that Mr. Ian Zammit (232297M), has been working under my direct supervision within the International Relations Unit as a student worker from the 13th of July till the 3rd of September 2020. During this period, Mr. Zammit has performed the tasks assigned to him in an extremely efficient and accurate manner. His past experience within the International Relations Unit served as an asset and Mr. Zammit utilized this experience to ensure that the service rendered is of very high quality. Mr. Zammit is very proactive and has proven to be a reliable and trustworthy person. At all times, he carried out his work diligently and enthusiastically. I therefore recommend him without any hesitation.

Regards,

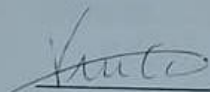
Dr. Fiona Cilia Pulis
Assistant Director International Relations
Department of Social Security

04th September, 2019.

To Whom It May Concern:

This is to confirm that Mr. Ian Zammit (232297M), has been working under my direct supervision within the International Relations Unit as a student worker for the past eight weeks since the 15th of July 2019. During this period, Mr. Zammit has performed the tasks assigned to him in a very professional manner. Mr. Zammit proved himself as a very diligent and proactive person. Throughout the whole period he confirmed, through the work produced, that he is a reliable and trustworthy person. At all times, he carried out his work meticulously and enthusiastically. I therefore recommend him without any hesitation.

Regards,



Dr. Fiona Cilia Pulis
Assistant Director International Relations
Department of Social Security

To whom it may concern,

It's my absolute pleasure to recommend Ian Zammit.

Ian worked at tal-Kaptan restaurant for over a year as a part-time waiter.

I thoroughly enjoyed my time working with Ian, and came to know him as a truly valuable asset to absolutely any team. He is honest, dependable, and incredibly hard-working. Beyond that, punctual, clean and always available when asked to add extra hours.

Ian has always been an absolute joy to work with. He is a true team player, and always manages to foster positive discussions and bring the best out of other employees.

Without a doubt, I confidently recommend Ian to join your team. As a dedicated and knowledgeable employee and an all-around great person, I know that he will be a beneficial addition to your organization.

Please feel free to contact me should you like to discuss Ian's experience further. I'd be happy to expand on my recommendation.

Best wishes,



*David Agius Lia
79032285*

*Food & Beverage Manager
AX Hotels*

*AX Seashells Resort
79032285*

David.agiuslia@axhotelsmalta.com



13th April 2018

To whom it may concern,

I have been the Outlet Manager of Tal-Kaptan Restaurant for the past four years.

Mr. Ian Zammit has been employed as a waiter at Kaptan Qawra since 3rd July 2017. Ian has carried out all his tasks in most professional way ensuring that all Tal-Kaptan standards are met leading to maximum customer satisfaction. Ian was also given the responsibility of handling cash.

I have always found Ian to be an honest, hardworking, intelligent and trustworthy individual. I highly recommend, without reservation that you seriously consider Ian for any open positions within your company. Ian is also a team player and has a very strong work and service ethic.

Ian is a self-starter and works well with others. I am confident that he will be able to quickly begin to provide value to your team. If you have any additional questions, please do not hesitate to call me at 79022012

Sincerely,

Jonathan Pisani
Outlet Manager
Tal-Kaptan
E: operations@tal-kaptan.com



DEPARTMENT OF SOCIAL SECURITY
38, Ordnance Street
Valletta VLT 2000
email: social.security@gov.mt
web: socialsecurity.gov.mt
freephone: 153

07th September, 2018.

To Whom It May Concern:

This is to confirm that Mr. Ian Zammit (232297M), has been working under my direct supervision within the International Relations Unit as a student worker from the 16th of July 2018 till the 7th of September 2018. During this period, Mr. Zammit has performed the tasks assigned to him in an efficient and accurate manner as he grasps new concepts very quickly. Mr. Zammit is very proactive, and has proven to be a reliable and trustworthy person. At all times, he carried out his work diligently and enthusiastically. I therefore recommend him without any hesitation.

Regards,

Dr. Fiona Cilia Pulis
Assistant Director International Relations
Department of Social Security