



BY LUCA  
CAMPANELLA

# Curriculum Vitae

# LUCA CAMPANELLA

10/09/2003

Italian Citizenship.

Employment Authorization



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Luca Campanella

## ABOUT MYSELF

I am a highly pro-productive and resolute individual. I enjoy continuous learning.

Furthermore, I am proficient in teamwork and adept at utilizing various remote work tools. I plan effectively and achieve my objectives.

## EDUCATION

- 2024 -Virtual Assistant Course Certificate of training and participation.
- 2022 - Computer Science and Information Diploma. Basilio Focaccia Institute.

## LANGUAGES

- Italiano ★★★★★
- Español ★★★★★
- Inglés ★★★★★
- Francés ★★★★★

## SKILLS

- Canva
- Veed.io
- CapCut
- Wordpress
- Calendly
- Trello
- Mailchimp
- FinalCutPRO
- ChatGPT
- DaVinci Resolve
- MS Office
- Salesforce
- Communication
- Costumer service
- HTML-CSS

## WORK

### EXPERIENCE

2024 August -2025 February  
(BCN)

**Dyson Italia (CPM international)**

- Costumer service  
Resolve tool, salesforce, office pack, stock checker
- Connectivity service:  
Api Data, salesforce, office pack


2022-2024

**Milans Cocktail Bar. (Bcn)**

- Virtual Assistant created a personalized cocktail menu with prices and descriptions using Canva.
- Manager/ Team coordination/ inventory management/ product supervision



# LUCA CAMPANELLA

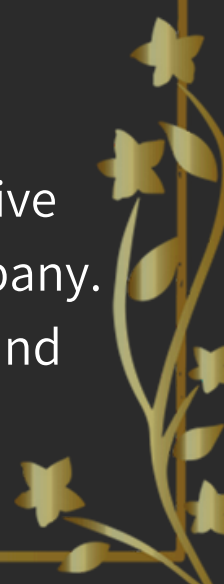


I am a dedicated and driven virtual assistant with a strong foundation in administrative support services. I am enthusiastic about expanding my knowledge, possessing outstanding organizational, communication, and time management abilities that enable me to provide effective and high-quality assistance to my clients.

I have a passion for video and photo editing, and I possess proficiency in various software. I am highly interested in website development, and I have a knack for quick learning.

With a background in hospitality, I have a strong passion for crafting customized menus that mirror the individuality and flair of every client. My capacity to grasp your brand and assist you in promoting your products genuinely, along with my education in virtual assistance, positions me as a valuable asset for any culinary enterprise.

I am dedicated to providing innovative and effective strategies that enhance the prosperity of your company. I am dedicated to delivering outstanding service and consistently fulfilling expectations.



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