

PERSONAL INFORMATION

Maria Degiorgio



Thanks God, Triq il-Baħrija, Haż-Żabbar

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Sex Female | Date of birth 25/08/1997 | Nationality Maltese

WORK EXPERIENCE

(09/11/2018 – Ongoing)

Lab Attendent

University of Malta

University of Malta Campus, Msida, Malta

- Attending to lab users, by resolving occurring queries or unresolved computer issues they might encounter.
- Guid and provide information to students regarding the university website and its adopting system.
- Ensure that all lab users observe IT Services lab rules.
- Maintaining a good working environment one that ensures an adequate noise level is kept and no unethical behaviour and distracts to other users are allowed
- Maintaining equipments well functionality for the facility of students.

(09/08/2018 – 31/08/2018)

Subject teacher : Sports and Games

Kids On Campus

University of Malta Campus, Msida, Malta

- Planning lessons according to the age target and skill capability.
- Introducing skills of different specific sports.
- Encouraging active participation in sports while focusing on excluding prejudice to gender, race and ability by adapting the lessons to meet the physical needs of each individual class.
- Taking care of class students (containing about 25 children per class).
- Practice and ensure child safety by strengthening motor skills; adopting the right teaching methods for each individual class to ensure that the skill's sub-routines will be effectively communicated and well executed and the delivery of feedback, all of which (practises) help to prevent and minimize injuries in sports.
- Ensuring a safe and healthy physical environment and maintaining sports equipment to help with minimizing the chances of injuries to occur.
- Helping to provide assistance in basic everyday duties to provide a smooth service by taking up positions of other unavailable staff members (teachers, assistant teachers, office assistant).

(13/07/2017 – 07/09/2017)

Playworkers

Foundation for Educational Services (FES)

- Taking care of a class about 30 students.
- Planning and executing lessons.
- Providing individual assistance and care.
- Collecting outing fees and issuing receipts.
- Planed and conducted outdoor physical activities.
- Held cooking, craft and reading sessions.

(08/06/2014 – 27/07/2014)

WaitressViva Restaurant and Bar
Marsaxlokk, Malta

Xatt is-Sajjieda,

- Greet customers and present menu.
- Provide customer service.
- Serve food and drinks orders.
- Arrange table settings and maintain tables are clean.
- Cooperate with all serving and kitchen staff.

July 2012

Assistant CoachCottonera Sports Complex
Avenue, Cospicua, Malta

Cottoner

- Ensured that certain rules were followed by the players during warm-up and practice sessions.
- Closely observed the performance of each player and the entire team.
- Maintained care to the available sporting gear and equipment.
- Performed certain tasks as instructed by the head coach.
- Establishing communication between the players and the head coach.
- Motivating the players and promoting good behaviour.

EDUCATION

(2017 –)

University of Malta

Msida

- Bachelor of Fine Arts (Honours) in Digital Arts

(2013 – 2016)

G.F. Abela – Junior College

Msida

- Advanced Art
- Advanced Religious Knowledge
- Intermediate English
- Intermediate Environmental Science
- Intermediate Physical Education
- Intermediate Systems of Knowledge

(2008 – 2013)

St. Margarets College, Żejtun Girls Secondary

Iż-Żejtun

(2005 – 2008)

St. Margarets College, Dr. Frans Chetcuti, Primary 'B' School

Haż-Żabbar

(2003 – 2005)

St. Margarets College, Dr. Frans Chetcuti, Primary 'A' School

Haż-Żabbar

PERSONAL SKILLS

Mother tongue(s)

Maltese

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Maltese	C2	C2	C2	C2	C1
	Level 3				
English	C2	C2	C1	C1	C1
	Level 3				
Italian	C1	C1	A2	A2	B1
	Level 3				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

*bold being the better option.

Communication skills

- Good communication skills gained when working as a waitress at the bar and restaurant Viva and as an assistant coach at the Cottonera Sports Complex.

Job-related skills

- Responsibility of taking care of young children at the Cottonera Sports Complex
- Sociable and able to communicate easily with other people
- Problem solver
- Leading skills
- Decision maker
- Planning and organising in a working environment
- Enthusiastic and motivated to work especially with young children
- Capable of accepting different ideas in different situations
- Communication in mother tongue
- Communication in foreign languages
- Mathematical competence and basic competences in science and technology
- Digital competence
- Learning to learn (teamwork)
- Social and civic competences
- Sense of initiative and entrepreneurship
- Cultural awareness and expression

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Independent User	Independent User	Independent User	Independent User	Basic User

Levels: Basic user - Independent user - Proficient user

Passed ECDL Course

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- Proficient user with Windows 7 and Windows 8.1
 - Proficient user with Apple
 - A good command of office suite Microsoft Office
 - > Microsoft Spreadsheet
 - > Microsoft PowerPoint Presentation
 - > Microsoft Access
 - > Microsoft Publisher
 - > Microsoft Word
 - A good command of Adobe suite
 - > Adobe Flash CC
 - > Adobe Animate
 - > Adobe Photoshop
 - A good command of the program Maya (Autodesk)
 - An introduction to Html, Javascript , CSS

Other skills

- Drawing
- Painting
- Sports

ADDITIONAL INFORMATION**Certifications**

- (17/09/2012 – 22/09/2012) - Certificate of Completion in the Mini Basketball Coaching Clinic
- (2014) - Certificate of Participation ZTK Summer Youth Club
- (05/09/2014 – 13/09/2014) Certificate of Erasmus+: Youth in Action

ANNEXES

- School Leaving Certificate
- Third in Art certificate (2011-2012)
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- First in Geography (2012-2013)
- Passes in all ECDL Courses
- O Levels Matriculation Certificates
- A Levels Matriculation Certificates
- Intermediates Matriculation Certificates