

PERSONAL INFORMATION

Yanika Zerafa

📍 Lenika, Triq il-Qroll, ZRQ 1172 Zurrieq (Malta)

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✉ y.zerafa@hotmail.com

Sex Female | Date of birth 23 August 1996 | Nationality Maltese

ID card Number: 347696m

WORK EXPERIENCE

October 2012–December 2012

Voluntary Childcare Centre Worker

Teddies Childcare Centre, Zurrieq (Malta)

Responsibilities included:

- Taking care of the children
- Feeding the children
- Changing the children
- Doing crafts and activities
- Cleaning up

July 2014 – September 2014

M.I.C.E. Intern

Malta Tourism Authority

Responsibilities included:

- Printing and filing emails
- Booking tour guides
- Counting MICE inventory
- Other needed tasks

July 2015 – September 2015

Accounting Intern

Ministry of Tourism

Responsibilities included:

- Simple office tasks

March 2013 – November 2015

Freelance Graphic Designer

Casino Chic

- Creation of Animated Banners for online advertising using Adobe Fireworks and Adobe Photoshop.
- Editing of HTML for email templates.
- Maintenance of Websites and other affiliations.

EDUCATION AND TRAINING

26 September 1999–16 April 2007

Junior Lyceum Certification

Primary School, Zurrieq (Malta)

Obtained certification in:

EQF level 1

- Maths
- Social Studies
- Maltese
- English
- Religion

28 September 2007–03 April 2012

Ordinary Level Certification

EQF level 3

Margaret Mortimer Girls Junior Lyceum, Santa Lucia (Malta)

Obtained certificate for:

- Maths
- Computer Studies
- Maltese
- English Language
- English Literature
- Spanish
- Italian
- Physics
- Environmental Studies
- Religion

02 October 2012–11 April 2014

Matriculation Certificate

EQF level 4

University of Malta Junior College, Msida (Malta)

Obtained certification for:

- English (Intermediate level)
- Systems of Knowledge (Intermediate level)
- Spanish (Advanced)
- Computing (Advanced)
- History (Intermediate)
- Environmental Science (Intermediate)

01 October 2014 - Present

Higher National Diploma in Interactive Media

EQF level 5

MCAST Institute of Art & Design, Mosta and Institute of Information Technology, Paola

01 February 2010–21 September 2011

European Computer Driving License

EQF level 3

Ministry of Education, Floriana (Malta)

Obtained certification for:

- Module 1 - Concepts of Information & Communication Technology (ICT)
- Module 2 - Using the Computer & Managing Files
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 5 - Using Databases

- Module 6 - Presentation
- Module 7 - Web Browsing & Communication

PERSONAL SKILLS

Mother tongue(s) Maltese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	B2	B2	B2	B2	B2
Matsec Ordinary level and Matsec Advanced level (waiting for result)					
English	B2	B2	B2	B2	B2
Matsec Ordinary level and Matsec Intermediate Level					
Italian	C1	B2	B2	B2	B2
Matsec Ordinary Level					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Good listener
- Concise when speaking
- Acknowledge different opinions throughout conversation

Organisational / managerial skills

- Organised
- Disciplined
- Works well alone as well as part of a team

Job-related skills

- Responsible person
- Can work in a team
- Hardworking

Computer skills

- European Computer Driving License (ECDL) Certification (Database, Word processing, Excel, Internet, Emails etc.)
- Good knowledge with Microsoft Office
- Very good knowledge of Adobe Photoshop, Illustrator, Indesign, Premiere, Encore and AfterEffects.
- Knowledgeable of 3ds Studio Max and Autodesk Maya.
- Basic Programming skills in C# (using Unity) and Java (using BlueJ)
- Basic HTML, CSS, PHP knowledge.
- Knowledgeable in WordPress

Driving License ▪ B