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ALESSANDRO SPIRIDIGLIOZZI

JUNIOR SOFTWARE ENGINEER

PORTFOLIO <https://alessandrothedev.github.io/>

WORK EXPERIENCE

March 2021 – August 2021

The National Autistic Society – Administrator

- Manage the school diary and email inbox and assist with appointments, visits and events
- Facilitate communication between the School and Parents

August 2019 – August 2020

The Argyll Club – Receptionist

- General reception duties
- Manage the business centre's diary and assist the General Manager with viewings, appointments and small events
- Provide secretarial services to all centre's clients. This includes booking meetings, taxis, catering, etc.

February 2018 – August 2019

Tracoin Services – Assistant to Supplier Relationship Managers

- Provide support to the Supplier Relationship Managers. Multitask between multiple brands to assist in the development of cost-efficient and profitable tour packages and bespoke projects for VIP clients
- Stakeholder relationship management and coordination. Act as the first point of contact for all projects and provide immediate solutions on issues regarding operational matters

EDUCATION

2020 - 2020 **PC Academy, Rome**
Diploma in Graphic Design

2012 - 2016 **Universita' degli Studi della Tuscia, Viterbo**
Bachelor of Arts in Modern Languages and Cultures

MY TECH SKILLS

*HTML / CSS / SASS / SCSS / JAVASCRIPT / REACT / GSAP /
GITHUB / GIT / JAVA / MYSQL / JEST / FIGMA / ADOBE XD*