City, Country: Brindisi, Italy Phone Number: +39 3516305444

PROFESSIONAL SKILLS & INTERESTS

|  |  |
| --- | --- |
| • Analytical problem solver  • Goal oriented and driven  • Excellent time management | • Strong communication skills  • Good collaboration and team working  • Creative and initiative thinker |

EDUCATION

Currently **B.A. Economics & Finance****– UNIVERSITÀ DEL SALENTO Lecce, Italy**

Core modules: Statistical Sampling, Micro/MacroEconomics, Financial Mathematics

**High School Diploma – LICEO SCIENTIFICO “A.PACINOTTI”**  **La Spezia, Italy**

Core modules: Mathematics, Physics, English, Chemistry

CERTIFICATIONS

**Data Analyst – EPICODE (ends in March 2025)**

Core modules: Excel, Python, SQL, PowerBI

**SQL for Data Analysis – Udacity, in collaboration with Google (few modules left to complete)**

Core modules: Extrapolation, cleaning, fusion e manipolation of data through SQL

**Data Science 101** **- IBM Developer Skills Network**

Core modules: Structuring of a report, basic knowledge of data science and analysis

**Python for Data Science – IBM Developer Skills Network**

Core modules: Data elaboration, programming fundamentals with Python

**Digital Marketing Fundamentals – Google Digital Training**

Core modules: Marketing Fundamentals, SEO and SEM Methods, Social Platforms

**Building Design Operator, Environmental Impact – Scuola Edile Spezzina**

Core modules: AutoCAD, Revit, Photoshop

INTERNSHIP AND WORK EXPERIENCE

**Accounting-Administrative Clerk –** [**L**](https://www.industriafelix.it)**UISE ASSOCIATES PUGLIA SRL Brindisi, Italy**

* Compiled technical paperwork, proforma invoices managed the company database
* Effectively used management skills to complete all operations in a timely manner
* Provided excellent customer service
* Managed interactions with suppliers

**Front Desk Operator –** **[CA’ L](https://www.industriafelix.it)EON B&B La Spezia, Italy**

* Managed front desk operations and customer service
* Effectively used management skills to complete all front desk operations in a timely manner
* Maintained a neat and welcoming front desk environment

**Front Desk Operator –** [**LAST CAL**](https://www.industriafelix.it)**L INK**  **London, UK**

* Managed front desk operations and customer service
* Organized and managed bookings
* Maintained a neat and welcoming front desk environment

**Head Waiter –** **[CAMBRIDG](https://www.vegatraining.eu/)E STREET KITCHEN**  **London, UK**

* Managed successfully day-to-day tasks
* Supervised a team of four people in an effective and motivational manner
* Organized and prioritized work to complete assignments in a timely, efficient manner
* Provided excellent customer service to clients by addressing all questions and concerns

**Private Tutor for High School Students**  **Brindisi, Italy**

* Tutoring for English, Mathematics, History and Italian Literature.
* Designed & implemented teaching strategies to suit every student using creative, critical

**CAD Operator**, **Intern –** [**BETTA G**](https://www.vegatraining.eu/)**EOM. MARCO La Spezia, Italy**

* Learned how to operate on AutoCAD in a professional manner
* Followed and assisted senior operators on a daily basis
* Learned how to address issues in a professional, logical and confident way

EXTRA CURRICULAR ACTIVITIES

**Assistant Teacher, Volunteer** **–** [SCUOLA](https://www.labiba.org/) PRIMARIA “DE AMICIS” **La Spezia, Italy**

* Assisted Head Teachers by taking care of special needs children
* Assisted foreign children with little or no ability to speak italian

**Assistant, Volunteer –** [SPECIA](https://www.labiba.org/)L OLYMPICS **La Spezia, Italy**

* Assisted the local futsal team
* Learned how to approach different needs and situations

ADDITIONAL SKILLS AND ACHIEVEMENTS

**LANGUAGES:** Italian (Native), English (C1), Russian (B2), Polish (B1), Ukrainan (A2)

**IT SKILLS:** Confident with MS Word, MS Excel, MS PowerPoint, MS Outlook, Skype, Zoom, Classroom, Teams, AutoCAD, Photoshop,

**SOCIAL MEDIA:** Active user of Facebook, Instagram, Twitter, Pinterest, LinkedIn, and Canva

**INTERESTS:** Sports, music, art