



I'm a friendly girl, ready to give my best.

I really would like to contribute to the progress of the world, in my daily life. I mostly care about inequalities in the world, especially for gender, and poverty. I see a great way of communication in UX/UI Design, with which I can make people think and act about these topics.

I instantly matured a strong interest in this field and I would like to direct my working life towards it.

## SOFT SKILLS

- Responsibility
- Strong ability in relating to customers
- Excellent organizational skills

## HARD SKILLS

- Copywriting
- Graphic Design
- HTML
- CSS

## CONTACT

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# ELIANA VITALE

## WORK EXPERIENCE

### Servisco Coop - Società Cooperativa - Nerviano (MI)

*July 2020 - January 2021*

- Customers data registration
- Examine and catalog documents and informations
- Verify the accuracy of the recorded data

### Vitality Communication Srls - Cerro Maggiore (MI)

*November 2018 - July 2020*

- Courses and events planning
- Ordinary secretarial activities

### Generali Assicurazioni - Sub-agency Cerro Maggiore (MI), Agency Busto Arsizio Viale Lombardia (VA)

*November 2018 - July 2020*

- Customers management
- Call handling
- Issuance of insurance policies
- Claims management
- Deadline alerts communication
- Cash transactions

### Bar Caffé Sheridan's - Castellanza (VA)

*September 2017 - April 2018*

## EDUCATION

### Start2impact

*April 2021 - present*

UX/UI Design online course

### Istituto Superiore Carlo Dell'Acqua, Legnano (MI)

*2018 - 2019*

Secondary School Diploma in Economics -  
Administration, finance and marketing

### Ass. C.I.O.F.S. F.P. Lombardia, Castellanza (VA)

*2016 - 2017*

Professional Diploma in Economics - Administrative  
services

### Ass. C.I.O.F.S. F.P. Lombardia, Castellanza (VA)

*2015 - 2016*

Qualification in Economics - Secretarial  
Administrative operator