

PERSONAL INFORMATION

Leon Bartolo



4, Chez Nadel, Triq Dun Salvatore Zarb, GHR 1621 Gharghur (Malta)

27438817

ellbartolo138@gmail.com

PERSONAL STATEMENT

A summer worker with great aspirations in life; seeking to work in jobs that can forge my character and give me the necessary exposure in life to be able to adapt myself to different situations.

I am seeking to build a career and enhance my CV by working among multicultural organisations with great people management skills.

WORK EXPERIENCE

06/07/2019–13/07/2019

Administrative clerk

Malta Financial Service Authority, Mrieħel (Malta)

All church schools students were offered an opportunity to apply for a one week, work placement opportunity with MFSA, I was one of the few shortlisted candidates that managed to secure this job role.

Throughout my one week work placement I was able to:

- understand the concept of team meetings
- conducting data input duties
- conducting general filing duties

EDUCATION AND TRAINING

22/09/2015–30/04/2020

School Leaving Certificate

St. Albert the Great College, Valletta (Malta)

Subjects Studied:

- Accounts
- Italian
- English
- Maltese
- Computer Studies
- Chemistry
- Mathematics
- English literature
- Religion

In line with the St. Albert the Great College mock exams I have attained O-level qualifications on the below listed subjects:

University of Malta

- Accounts
- English
- Italian
- Computer Studies
- Mathematics
- Chemistry
- Maltese
- Religion
- English Literature

PERSONAL SKILLS

Mother tongue(s) Maltese, English

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C1	C1	B2	B2	C1
Spanish	A1	A1	-	-	-

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through the participation in the Youth Parliament for three consecutive years.
- President of the ECO skola for 3 consecutive years
- Member of the voice for your choice council (committee set up to select the Children's commissioner)
- Awarded by the school a leadership skills achievement

Organisational / managerial skills

- I have good organisational skills that allow me to manage my multiple commitments. Apart from studying I also learn singing, trumpet and guitar playing. These multiple commitments tend to stretch my schedule but with some planning they manage to fit in well in my daily agenda
- I have learned discipline by practicing Yang Tang do which also helps me maintain a healthy lifestyle.

Job-related skills

- formulated and presented law proposals on the environment and youth vote 16.
- gave a 2 minute speech and delivered questioned in parliament to present the environmental proposals during the Summer 2019 event
- attended public speaking course organised by KNZ
- attended a moot course session organised by E&S
- attended a course on trading on the stock market organised by E&S
- attended a session of blockchain organised by E&S

Academic Awards

- Won the first prize by Fondazzjoni Patrimonju Malti for submitting an analysis paper on the Les Gavroche monument.
- Competed and won first prize in the Maths Olympiad 2018 session across all secondary schools in Malta.

- Life Aspirations**
- Seek to become a corporate lawyer
 - Involve myself in the political scene to be able to stir and influence the economic direction of the country.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

ECDL

- Java Language programming skills (acquired through Computer Studies and "hour of code" practice.
- Basic Python (started self-learning course as of April 2020)

ADDITIONAL INFORMATION

Singing Contests During the year 2019, I was one of the sixteen finalists in the "Għanja tal-Poplu - żaġżagħ" with the song "Kull deni ħudu b'gid"

Music Proficiency Learning the trumpet for the last 2 ½ years
Guitar playing for the past 8 years