

PERSONAL INFORMATION

Abigail Mizzi

📍 Thank God Triq San Gwakkin, QRM3252 Qormi (Malta)

☎ 21440196 📠 77195412

✉ abigailmizzi98@gmail.com

Sex Female | Date of birth 3 Apr 1998 | Nationality Maltese

WORK EXPERIENCE

8 May 2019–Present

Accounts Assistant

GCS Malta, B'Kara (Malta)

3 Jan 2019–5 Jul 2019

Social Support Worker

Agenzija Appogg, Pieta (Malta)

- observing the behavior and what is being said during a supervised access visits
- ensure that appointments are kept diligently
- writing reports about the visits

9 Oct 2017–24 Dec 2018

Clerk

JF Services Ltd, Birkirkara (Malta)

Worked at Mount Carmel Hospital (transfer from Mark Vella Bonanno company to JF Group)

- DAS program - government program to pay invoices
- Inputting Invoices into Access
- Bank Reconciliations

25 May 2017–2 Oct 2017

Accounts Clerk

Marc Vella Bonanno, Zebbug (Malta)

Worked at Mount Carmel Hospital

- attendance sheet
- statements
- phone calls and replying to emails
- mainly worked on Excel and Access (software program)

19 Sep 2016–5 Oct 2016

Accounts Clerk

Europcar, San Gwann (Malta)

13 Jul 2016–7 Sep 2016

Playworker

Foundation for Educational Service, Imtarfa (Malta)

- Taking care of 5 and 6 years old children during Skola Sajf programme

16 Jun 2016–30 Jun 2016

Salesperson

Cyka Limited, Hamrun (Malta)

11 Jul 2014–30 Sep 2014

Waiter

CSS Catering, Zebbug (Malta)

- catering as a waiter in formal occasions

EDUCATION AND TRAINING

27 Sep 2009–Present

School Leaving Certificate

St. Francis Secondary School, Sliema (Malta)

Principal Subjects are:

- Maths
- Physics
- English
- Maltese
- Social Studies
- Religion
- English Literature
- Economics
- Accounts
- French
- Information Tehnology

By studying economics I have acquired a very good knowledge of business and its economic, legal and social context.

9 Oct 2014–31 Jun 2017

Giovanni Curmi Higher Secondary School, Naxxar

Advanced subjects

- Accounts
- Maltese

Intermediate subjects

- Maltese
- Maths
- Philosophy
- Psychology
- Systems of Knowledge

2 Oct 2017–Present

University of Malta, Msida (Malta)

Bachelor of Arts in Social Work

PERSONAL SKILLS

Mother tongue(s)

Maltese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B2	B2	B2
French	A1	A1	A2	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 many activities that I have attended.
- I am capable to understand and listen to others opinion and apart from that I accept everyone as he is and treat everyone as an individual in a holistic way.
- I like working in a teamwork where everyone's opinion is listened and everyone works hand in hand with each other.
- I see eye contact as an important skill as it helps you to build more stronger relationships between you and the other individual and it helps you more to understand that particular individual.

Organisational / managerial skills

I have a very good organisational skills gained through my work done at scouts and other social activities which helped me to grow up as a very well organised person. I have also been brought up to be a leader and have always been able to respond and handle responsibilities well.

Digital skills

I have a good command of Microsoft Office tools which include Spreadsheets, Word Document, PowerPoint, and Access Database. Moreover, I have fully completed and obtained my ECDL Core Certificate.