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21/03/1987 (37 ans)
Nationalité Italian

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Crispiano

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JOB APPLIED FOR POSITION Communication / polyvalent assistant / editor / bachelor degree in, Débutant

EXPERIENCES PROFESSIONNELLES

oct. 2018 /

Customer assistant

MANOMANO Paris

* Management of calls, mails and chats in entry. Knowledge of computer programs: Zendesk, Bengal, Slack
Business or sector : customer service

sept. 2018 /

Commercial agent

bilingual Italian/French Norphone Trocadéro Paris

* Management of calls in exit: sale service of recycling process.
Business or sector : commerce

sept. 2011 /

CAF Labor

* Secretary, management of back office and calls. Reception. Polyvalent assistant.
Business or sector : Secretariat

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Superprof Le Blog Paris

(from 06/2018 - to present)Freelance editor/translator bilingual Italian/French
Superprof Le Blog Paris

* Translation and writing of articles for Superprof's Blog from French to Italian language.

Business or sector : editing/translation

(from 03/2014 - to 07/2017)Hostess/Public Relations

Public events

* PR in public and private events. Reception. Anchor woman during an evening poetry event: reading, publicity campaign and graphics of the fliers.

Business or sector : Public Relations

(from 10/2012 - to 01/2016)Editor, Columnist, Press Officer

Extramagazine, Whipart, 2DueRighe, Tesionline (Italian magazines)

* Editor and columnist: editing of important articles like interviews in cultural, artistic, politic and book industry field. Press officer.

Business or sector : journalism, editing

DIPLOMES ET FORMATIONS

/ juin 2018

Certificat d'Assiduité - Web Marketing Certification

Mairie de Paris

/ sept. 2017

Certification DELF B2

Alliance Française (Paris)

/ juil. 2016

Study of English language

British School Taranto (Italy)

/ juin 2013

Certification Mini Master Polish/English - BAC+4

University of Bari "Aldo Moro" - Italy

/ **nov. 2006** University of Bari "Aldo Moro" - Italy

/ **Level A1 of Polish, Euro-Planning, Business English**

/ **Bachelor Degree in Modern Literature** - BAC+3

/ **Certification européenne - LEVEL B2 OF FRENCH.; Study of French language**

/ **Formation Réseaux sociaux et entreprise : gérer son image numérique; Management of enterprise's image on the web**
PARIS

COMPETENCES

Zendesk, Slack, CAF, A1/A2: Basic user - B1/B2, Independent, Proficient user

COMPETENCES LINGUISTIQUES

Anglais

Français

Bilingue