


PERSONAL INFORMATION

Giada Romano



 Via dei Franchi 44, 56035 Casciana Terme Lari, (Pisa), Italy

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 romano.giada.03@itcgfermi.it

Sex Female | Date of birth 22/02/2003 | Nationality Italian

POSITION

Accountant

WORK EXPERIENCE

1 Mar 2019–16 Mar 2019

Secretary

Agenzia Sì di Falconi Simonetta
Via della Misericordia, n.76, 56025 Pontedera (Pisa) Italy

- I entered invoices and car documents
- I made copies and scanned documents
- I took documents to other agencies
- I used special computer programmes
- I interacted with customers to understand their requirements and to meet their needs

Business or sector Financial and insurance activities

EDUCATION AND TRAINING

10 Sep 2016–Present

Upper Secondary School. I am attending the fourth year of Business Studies, Finance and Marketing. ITCG "E. Fermi"

ITCG "Enrico Fermi"
Via Firenze 14, 56030 Pontedera (Pisa) Italy
www.itcgfermi.it

Business Studies, Finance and Marketing

- Economics
- Law and Political Economy
- Mathematics
- English
- French

Sep 2013–Jun 2016

Lower Secondary School Certificate

Lower Secondary School Istituto Comprensivo "Luigi Pirandello", Casciana Terme Lari, (Pisa) Italy

PERSONAL SKILLS

Mother tongue(s)

Italian

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

English	B1	B1	B1	B1	B1
French	A2	A2	A2	A2	A2
Spanish	A1	A1	A1	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 at school and through my experience as secretary
- Excellent social skills with children gained through my experience as babysitter
- Ability to accept and learn from criticism
- Interpersonal communication skills

Organisational / managerial skills

- Team-working skills gained as volunteer coach of a team
- Good organisational skills gained at school and through my experience as secretary in an office

Digital skills

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

Digital skills - Self-assessment grid