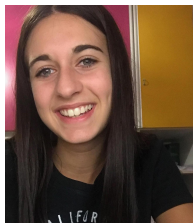Curriculum vitae

PERSONAL INFORMATION	**Alessia Parentini**

📍 Via Paolo Borsellino, 13, 56012 Fornacette (Pisa) Italy

☎ (+39)0587423158   📱 (+39)3923185197

✉ parentini.alessia@gmail.com

Sex Female | Date of birth 27/06/2002 | Nationality Italian

POSITION	Accountant

WORK EXPERIENCE	

11 Jun 2017–Present

Fornacette Parish Church
- I organize some activities for children
- I interact with children
- I collaborate with other volunteers to organise activities

4 Mar 2018–18 Mar 2018

Bank teller
Banca di Pisa e Fornacette
Piazza Martiri della Libertà, 9, 56025 Pontedera (Pisa) Italy
http://www.bancadipisa.it
- I filed different types of documents
- I did photocopies
- I used special computer programmes used in a bank
- I copied and scanned many documents
- I job shadowed two bank clerks and I learnt many tasks related to the job in a bank

EDUCATION AND TRAINING

10 Sep 2016–Present	**Upper Secondary School; I am attending the fourth year of the course in Business studies and Finance and Marketing**

I.T.C.G. Enrico Fermi
51 Firenze, 56025 Pontedera (PI) (Italy)
www.itcgfermi.it

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

2013–2016	**Lower Secondary School certificate**

Istituto comprensivo "S. Quasimodo", Fornacette (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

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

- excellent social skills gained through my experience as children's entertainer in my parish church
- good communication skills gained at school and through my experience as children's entertainer in my parish church

Organisational / managerial skills

- good team-leading skills gained at school and during my work experience

Digital skills

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

Digital skills - Self-assessment grid