



Matilda Baldessari

● WORK EXPERIENCE

08/07/2019 – 12/09/2019 Venice, Italy

CO-WORKER STUDENT SETTORE VALORIZZAZIONE SPAZI- CULTURAL PROMOTION OFFICE - CA' FOSCARI UNIVERSITY

- verification and insertion of reservation requested by University's internal and external departments for the organization of events;
- verification of the events calendar by using the management framework (through the platform Easyroom);
- back-office activities: information and support on bookings;
- phone correspondence.

05/2016 – 07/2016 Savona , Italy

SECRETARY PRIAMAR VIAGGI

- distribute and schedule various appointments;
- e-mail and telephone correspondence;
- responsible for booking travel and wedding lists;
- responsible for opening and closing the office;
- reception of clients;
- verification of the data file.

● EDUCATION AND TRAINING

08/2017 – 11/2022 Venezia, Italy

LAUREA TRIENNALE IN LINGUE, CULTURE E SOCIETÀ DELL'ASIA E DELL'AFRICA MEDITERRANEA (LICSAAM) Ca' Foscari University

- Japanese language and culture.

Address 30123, Venezia, Italy | **Field of study** Arts and humanities

08/2012 – 06/2017 Carcare (SV), Italy

HIGH SCHOOL DIPLOMA Liceo Linguistico S.G Calasanzio

- English, French and Spanish languages;
- foreign literature (English, French and Spanish);
- achievement of the double Italian-French diploma (ESABAC)

Address 17043, Carcare (SV), Italy | **Final grade** 80/100

10/2022 – CURRENT Roma, Italy

LAUREA MAGISTRALE IN LINGUE E CIVILTÀ ORIENTALI Università Sapienza di Roma

● LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	B2
FRENCH	B2	B2	B2	B2	B2
SPANISH	B2	B1	B1	B1	B1
JAPANESE	A2	B1	A2	B1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Power Point | Outlook | Instagram | Google Drive

ADDITIONAL INFORMATION

ORGANISATIONAL SKILLS

Organizational skills

- ability to work in team and independently;
- organization and time management;
- project planning and management;
- compliance with the given deadlines.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- ability to interact and manage work in the perception of individual and group needs;
- availability for listening and comparison;
- Ability to contact customers, acquired thanks to the experience of secretary at the travel agency "Priamar Viaggi";
- Good communicative and relational skills developed both at university level for group projects and private lessons, and at work for telephone communications and in-office communications;
- grammatical and lexical skills;
- public speaking.

COMPETENZE PROFESSIONALI

Professional skills

- sorting of telephone calls;

- management of paper and electronic mail;
- drafting and writing of documents, filing of administrative procedures;
- kindness and cordiality;
- good ability to work in a team.