

✉ francescabarbieri@gmail.com

📍 Milan, Italy

☎ +123-456-7890

# Francesca BARBIERI

## BUSINESS ADMINISTRATION



### About me

I'm studying Business Administration. I am able to work in multitasking and I plan with accuracy my tasks. My teacher say that I am a creative person. My best marks at school are in Italian (National Language), and especially in writing.

My hobbies are photography, health food and also music, that is why I like participating in events.

In the next future I would like to work in organizing events. That's why I'm currently looking for a traineeship to event organization company.

### EDUCATION

2018-2020

**Student at Business Administration at IIS Gramsci in Milan**

### WORK EXPERIENCE

October 2018- June 2019

**Photographer at School Volleyball Team**

Official photographer at the volleyball team of my school. I was engaged because of my creativity and love for photography.

June 2020- October 2020

**Administrator and secretariat at Public service**

I was part of a volunteer association during the pandemic, handling phone calls with adults and I also handled administrative documents of various kinds accurately.

### INTERESTS

September 2011- November 2021

**Boy scout at CNGEI Scout Milan**

The scouting activities gave me great organizational skills like **multitasking**. The contact with nature taught me the importance of **healthy food**. In 2018 I was appointed as head of the "ScoutMilano"; this position gave me a certain grade of **responsibility**.

September 2009- January 2020

**Swimming**

I have been swimming competitively for a long time, training for many hours during the week, which is why I am used to always **plan** my days and to work in **goal-oriented** environment. I participated in several important competitions, in particular at the regional swimming I managed to win the gold medal.

LANGUAGE SKILLS	Listening	Reading	Speaking	Writing
Italian	Native	Native	Native	Native
English	B2	B2	B2	B1

## COMPETENCE

### Writing

I am particularly skilled in writing creative texts. Therefore, I am very good at school in Italian subjects.

## DIGITAL SKILLS

### Photoshop, Word and surf in the social media.

I am able to use different programs like Word, Power Point and email. Another program that I practice is Photoshop. I learned to use it when I took the picture of the volley ball of my school.

In addition I usually operate social media to planning & timing and managing specific tools; i.e. reels, groups, hashtag

## AWARDS

- Head of the "ScoutMilano"
- Gold medal at the regional swimming competition.