

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name **ANTONIA SORGONA'**  
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Nationality **Italian**  
Date of birth **18/07/1985**

**WORK EXPERIENCE**

- Dates (from – to) 01/12/2011 – 31/01/2012
- Name and address of employer POSTE ITALIANE
- Occupation or position held Postman
  
- Dates (from – to) 07/01/2008 – 07/01/2009
- Name and address of employer National Civil Service – Servizio civile Nazionale (SCN)
- Type of business or sector Municipality of Reggio Calabria – Organizational Unit: Work, Development and EU Resources; Agency for Productive Activities
- Main activities and responsibilities Front office and customer welcoming activities; correspondence and catalogue management; agenda and organization of meetings

**EDUCATION AND TRAINING**

- Dates (from – to) September 2012 – now
- Name and type of organisation providing education and training International English Center (RC)
- Principal subjects B2 English Language Course
  
- Dates (from – to) academic year 2008/09 – academic year 2010/11
- Name and type of organisation providing education and training University of Messina – Foreign Languages and Literature
- Principal subjects English Language and Literature; German Language and Literature; Linguistics
- Title of qualification awarded Master Degree in Foreign Languages and Literature 110/110
  
- Dates (from – to) 18/09/2010 – 23/01/2011
- Name and type of organisation providing education and training Erasmus Study Programme at University of East London
- Principal subjects English Language and Literature
  
- Dates (from – to) academic year 2008/09 – academic year 2010/11
- Name and type of organisation providing education and training University of Messina – Foreign Languages and Literature

providing education and training

- Principal subjects

- Title of qualification awarded

- Dates (from – to)

• Name and type of organisation providing education and training

- Principal subjects

- Title of qualification awarded

English Language and Literature; German Language and Literature; Linguistics; Information Technology

Degree in Foreign Languages and Literature 110/110

1999 – 2004

Language High School “Nuova Europa” (RC)

Foreign Languages (English, French, Spanish, German)

High School Diploma 100/100

**PERSONAL SKILLS AND COMPETENCES**

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

Self-assessment

European level (\*)

**English**

**German**

**French**

**Spanish**

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
B2	C1	B2	B2	C1	
A1	A1	A1	A1	A1	
B1	B1	B1	B1	B1	
B1	B1	B1	B1	B1	

(\*) [Common European Framework of Reference for Languages](#)

SOCIAL SKILLS AND COMPETENCES

Ability to work individually and in group, acquired in school and university team project works; good communication skills with clients and partners and good ability to adapt to multicultural environments. Ability to work in stressful situations, especially in contact with customers. Excellent disposition to dialogue and listening

ORGANISATIONAL SKILLS AND COMPETENCES

Accuracy and attention in performing tasks; flexibility and ability to deal with the unexpected; excellent sense of organization and good planning skills acquired during the working experiences listed above

COMPUTER SKILLS AND COMPETENCES

Excellent computer skills attested by the ECDL; excellent knowledge and use of Windows (95, 98, XP, Vista), MS Office tools (Microsoft Word, Excel, Access, Powerpoint) and Adobe Acrobat; excellent knowledge and use of Internet Explorer and Firefox browsers and e-mail

DRIVING LICENCE

Category B

Reggio Calabria, 15/04/2013

SIGNATURE