

Contact Information

Email

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Address

Claudia Augusta St, 46

Phone

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Date of birth

10-22-1995

Skills

Teamwork

Strategic thinking and
problem solving

Strong written and verbal
communication skills

Customer service
orientation

Microsoft Office (Word,
Excel, Powerpoint)

Canva (graphic design)
social media

Languages

Albanian

Native

Italian

Native

English

Advanced

Spanish

Advanced

German

Intermediate

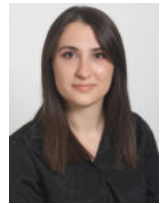
Chinese

Elementary

Bora Muca

Self-motivated team player with strong organizational and interpersonal skills. Always looking to learn new skills, take on extra responsibilities, and grow professionally.

During my theoretical-practical training at the universities I attended, I have gained linguistic competences and specific knowledge of economic, geographical and sociological nature, especially in the tourism sector.



Experience

Bolzano (Italy)

August 2021 - September 2021

■ Internship - Digital marketing assistant Digitalmuffin

- I did an internship as a digital marketing assistant due to a course I attended about Tourism digital marketing. I worked as a copywriter and I also dealt with wordpress, business manager on Facebook and social media campaigns.

Bolzano (Italy)

May 2019 - July 2021

■ Front Office Receptionist Eurac Research

- Proven work experience as a Front Office Representative
- Experience with Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

Bolzano (Italy)

January 2019 - December 2019

■ Translator Eurostreet Società Cooperativa

- Medical translation of conversations between patients and doctors from English, Spanish, Albanian to Italian and vice versa.

Education

Trento (Italy)

September 2019 - Present

■ Master's degree in Linguistic Mediation, Tourism and Culture University of Trento

I will graduate on February 23, 2022.

Bolzano (Italy)

January 2021 - September 2021

■ Tourism digital marketing assistant course Cieffe

- 295 hours of classroom/laboratory
- 200 hours of internship
- 7 hours of individualised training
- 4 hours of individual orientation

Padova (Italy)
*September 2015 - December
2018*

■ **Bachelor's degree in Linguistic and Cultural Mediation**
University of Padova

Bochum (Germany)
September 2017 - July 2018

■ **Erasmus**
Ruhr-Universität Bochum

Bolzano (Italy)
September 2010 - July 2015

■ **High School Diploma**
Liceo Scientifico E. Torricelli
