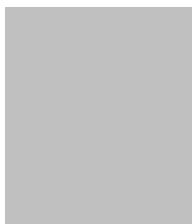


PERSONAL INFORMATION

**Maria Chiara Romolo**

 85, Armando Diaz, Salve (LE), 73050, Puglia, Italia

 3277091985

 chiararomolo.aat@gmail.com

Sex F | Date of birth 19/05/1991 | Nationality Italy

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Translator
Foreign Trade Employee
Receptionist

Studies applied for
Linguistic mediation and intercultural communication (post-graduate)

WORK EXPERIENCE

From october 2013 to decembre
2013

Internship as Receptionist

Gardenia Hotel****, 41, Vasco de Gama, 65126 Pescara

- Reception
- Customer enrollment (hardcopy archive and online)
- Customer escort in the respective chambers
- Interaction with customers
- Use of the main online booking portals (Expedia, Venere, Booking)
- Reply and send english mail to customers

Business or sector Hotel / Tourism

From june 2009 to august 2009

Barman

Lido La Cicala, Marina di Pescoluse (LE)
Barman, waitress

Business or sector Tourism

From june 2008 to september 2008

Barman

Ex Ciccio's Bar, Marina di Torre Pali (LE)
Barman, waitress

Business or sector Tourism

EDUCATION AND TRAINING

2010/2014

[Add separate entries for each course. Start from the most recent.]

Graduation in Linguistic Mediation end Intercultural comunication

Università degli studi G. D'Annunzio Chieti / Pescara, 42, Viale Pindaro.

- Support international relations in business
- Write texts in foreign languages (english and spanish)
- Linguistic assistance in business and international institution

2005/2010

Linguistic degree

Istituto Magistrale Girolamo Comi, Marina Porto, Tricase (LE)

PERSONAL SKILLS

[

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Spanish	B2	B2	B2	B2	B2
French	A2	A2	A2	A2	A2

Communication skills

- Good communication skills in english language gained through my experience as receptionist in hotel.
- Great aptitude in listening and communication with clientele gained through mw experience as barman.

Computer skills

- Good command of Microsoft Office™ tools
- Good command of Windows Vista
- Good command of Internet and email
- Good command of the main online booking portals (Expedia, Booking, Venere)

Driving licence B