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| Curriculum Vitae   |  | | --- | | **Federica Di Gaetani** | | Via A. Carlini, 16 - 01100 Viterbo (VT) | | Mobile: (+39) 3334557012 - (+39) 3282014113 | | e- mail: [federica.digaetani@gmail.com](mailto:federica.digaetani@gmail.com) | | Italian Citizen – China Visa | | Date of birth: October 31th, 1987 |   IMG-20150514-WA0027 |

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| **Work Experiences** |  |
| Date | August 2016 - present |
| Company- role | **Grand Hotel Plaza** (Rome)– **Receptionist and Guest Relations Officer** |
| Main activities | Hotel guest services managing and customer assistance in Rome.  Front office management, phones answering, reservations booking, email and electronic reservations responding. Use of specific software for check-in and check-out procedures. |
| Date | May 2016 – June 2016 |
| Company- role | **Balletti Park Hotel** (Viterbo) – **Chinese language mediator** |
| Main activities | Support to guest welcoming and language mediation for groups of Chinese people, coming in Italy for tourism or business purposes. |
| Date | July 2015 – April 2016 |
| Company- role | **Jimei University** in **Xiamen** (China) – **Italian language teacher** |
| Main activities | Italian language courses for Chinese university students, adherent to Italy-China intergovernmental Marco Polo program.  Italian grammar and culture lessons teaching, A1 and A2 levels. |
| Date | June 2015 – July 2015 |
| Company- role | **Senmiao School** in **Chongqing** (China)- **Italian language teacher** |
| Main activities | Italian language courses for adults, from B1 to A1 levels.  Gestione software specializzato per prenotazioni, check-in e check-out clientela. |
| Date | September 2014 – March 2015 |
| Company- role | **Yoyo K.Garten School** in **Putian** (Cina) - **English language teacher** |
| Main activities | English language course in a Chinese kindergarten, addressed to mums and 2-5 years old children. |

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| Date | July 2013 – September 2014 |
| Company- role | **Luxury Hotel K. Jiang** in **Putian** (China) – **Guest Relations Officer** |
| Main activities | Guests reception, mediation between foreign visitors and Chinese staff.  Reservations, check-in and check-out management through the use of Chinese software tools. |
| **Education** |  | |
| Masters and Certificates | * Master in **“Italian teaching for foreigners”** Level2 – Icotea Institute * Master in “**Journalistic Inquiry**” - Centro Studi Criminologici(Viterbo) * Chinese language certificate **HSK level 5** * English language certificate **PET** | |
| Bachelor and Degree | * October 2010 – January 2013: Bachelor on Foreign Literatures, Languages and Translations - Rome University. Final mark: **110/110 cum laude** * February – June 2009: study semester at **Beijing University** * October 2006 – July 2010: Bachelor degree Oriental Study and Languages . Rome University. Final mark:**103/110** * September 2001 – July 2006: High school diploma **Liceo Classico** - Viterbo | |
| **Personal Skills** |  | |
| Language Skills | **Italian: Mother tongue**  **Chinese: fluent** in spoken and written, thanks to 3 years’ experience of life and work in China.  **English: good** both in spoken and written. | |
| Relations Skills | Relevant tendency to **teamwork** and to have relations with the customer , due to natural attitude to listen and due to work experience.  Strong sense of **responsibility** and **dedication** to work activities .  **Precision** and **organization** skills, put in practice in voluntary activities. | |
| IT skills | Good knowledge of **MicrosoftOffice** suite | |
| Personal Interests | I like writing and drawing: these are two my great passions together with love for oriental culture. Aimed by this love, I made some trips for study and work purposes in China and I’ve lived there for three years.  I would like to repeat this experience in my professional future. | |