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|  Curriculum Vitae

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

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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. |