

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name GUARDIOLA PERONE, JONATHAN
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E-mail jonathanguardiolaperone@yahoo.it
Nationality Spanish/Italian
Date of birth 03-08-1985

WORK EXPERIENCE

- Dates (from – to) MAY 2 008 - DECEMBER 2009
- Name and address of employer Fp-Agency
- Type of business or sector Photography and computer store
- Occupation or position held Chief
- Main activities and responsibilities Costumer service, sales manager, direction

- Dates (from – to) MAY 2006 – JULY 2009
- Name and address of employer Fp-Group
- Type of business or sector Photography and Electronic Import/Export
- Occupation or position held Sales manger
- Main activities and responsibilities Contact suppliers and clients, handle orders,

- Dates (from – to) MAY 2006 – JULY 2009
- Name and address of employer Fp-Group
- Type of business or sector Photography and electronic Import/Export
- Occupation or position held Translator / Interpreter
- Main activities and responsibilities Translation of websites for our partners in business (Starblitz)
Translation of depliants and manuals, and interpreter Spanish-Italian

- Dates (from – to) OCTOBER 2006 – DECEMBER 2008
- Name and address of employer Elsa trading srl
- Type of business or sector Photography and Electronic Import/Export
- Occupation or position held Web Administrator
- Main activities and responsibilities Administration of e-commerce website, including add and delete articles
E-mail admistration and costumer service online.

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

FEBRAURY 2011 –JUNE 2012

ACE Master Design CS5

Use of Aobe Suite (Photoshop, Illustrator, Indesign, etc...)

ACE Master Design CS5

ACE degree

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

SEPTEMBER 2001 - JUNE 2004

Institut Enric Valor de Silla (Spain)

High School Degree

High School Degree

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

SEPTEMBER 1998 - JUNE 2001

Institut Enric Valor de Silla (Spain)

Middle School degree

Middle School degree

PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

SPANISH

OTHER LANGUAGES

ITALIAN

EXCELLENT

EXCELLENT

EXCELLENT

ENGLISH

EXCELLENT

EXCELLENT

GOOD

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

SOCIAL SKILLS

AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Working as sale manager for several years I developed a good competence in the relation with clients and providers.

ORGANISATIONAL SKILLS

AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

In the previous jobs I had to multitask, handling various projects at the same time, organizing my time in order to cover the requirements of every different task.

TECHNICAL SKILLS

AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

Very skilled in Windows environment, and computers hardware.

ARTISTIC SKILLS

AND COMPETENCES

Music, writing, design, etc.

Amateur web designer and graphic designer

OTHER SKILLS

AND COMPETENCES

Competences not mentioned above.

Cook fan and Chess player.

DRIVING LICENCE(S)

No

ADDITIONAL INFORMATION