

Di Berardino Federica

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NATIONALITY Italian
DATE AND PLACE OF BIRTH 31-03-1980 PESCARA



WORK EXPERIENCE

- November 2005-
November 2007**
 - Head of Secretariat at ICRANet Pescara: coordination of secretariat work, logistic organization for meetings and workshops, translations.
- May-October 2005**
 - Travel Agent at “Beg Viaggi” Pescara;
- September-June 2005**
 - Italian language training courses for foreign students;
- April 2005**
 - Congress Hostess for IN FIERA S.r.l., at “ECOTUR 2005”- Montesilvano;
- December 2004**
 - Congress Hostess (Marcinelle 2005) for Manoppello Municipality (PE);
- October-December 2004**
 - Customer service assistant for Terravision S.r.l. at Aeroporto d’Abruzzo, Pescara;
- January-December 2004**
 - English courses for elementary and high school italian students;
 - Translations from/to English;
 - Work for Ajilon Agency, Pescara, for distribution of books in the local schools;
- May 2004**
 - Interviews for Customer Satisfaction, for “NETWORK Istituto di ricerca S.r.l.” at Iper - Città Sant’Angelo;
- March 2004**
 - Researcher for “Informazione e servizi senza barriere”(Agency: NETWORK S.r.l.).
 - Exhibition Hostess for IN FIERA S.r.l., at “ECOTUR –Turismo in fiera” 2001, 2002, 2003, 2004 (at Palacongressi, Montesilvano – PE);
- 2001-2004**
 - Hostess and sales promoter for the agency “Image Service”, Città Sant’Angelo (PE);
- 2001-2003**
 - Birthday party organizer for kids;
- 1998-2000**
 - Educator and entertainment organizer in summer camps of E.N.I. in Cesenatico; additional training courses (Cooperativa Sociale D.O.C. S.c.r.l., Torino).

EDUCATION

June 2004	<ul style="list-style-type: none"> ▪ Foreign Language and Literature College degree, 110/110 <i>cum laudem</i>, at University G. D’annunzio (Pescara). Final thesis on Spanish and Economic -Tourism Geography: “Problemi, tendenze e prospettive dello sviluppo socio-economico in Spagna. Casi di studio” (supervisor Prof. G. Massimi);
January 2004	<ul style="list-style-type: none"> ▪ Researches in Spain for graduation thesis and improvement of Spanish knowledge.
September-December 2002	<ul style="list-style-type: none"> ▪ 4 months courses at “Nazareth College” di Rochester, N.Y. (U.S.A.) and final exam on English, Marketing and Spanish.
1998	<ul style="list-style-type: none"> ▪ High School degree at Liceo Linguistico “G. Marconi”, Pescara.
Ottobre 1996	<ul style="list-style-type: none"> ▪ 1 month English classes at “Irondequoit High-School” in Rochester (N.Y.)
1992, 1994, 1995	<ul style="list-style-type: none"> ▪ Repeated visits to England to attend English colleges for training courses; ▪ Visits to the USA (N.Y. e Massachusetts) to improve oral American-English knowledge.
SOCIAL-CULTURAL EXPERIENCES	<p>January-March 2005: Trip to Vanuatu (Melanesian archipelago, old “New Hebrides”) for humanitarian aid experience. Voluntary work in a few islands of the archipelago and elementary learning of local language, the Bislamar.</p>
PERSONAL SKILLS	<p>Main studies and job experiences focused on foreign cultures and languages. University degree on Spanish and English. Daily practice with both languages through conversation and readings.</p> <p>The work experience in touristic exhibition and in the “in store promotion” field, in addition to the experience as entertainment organizer, helped to develop interpersonal abilities.</p>
MOTHER-TONGUE	ITALIAN
OTHER LANGUAGES	ENGLISH, SPANISH, FRENCH
RELATIONAL ABILITIES	<p>Team work experience, mainly in multi-cultural contexts.</p> <p>The two main training experiences in the US high school and later in college supported the personal and professional growth, helped to acquire an open-minded attitude towards other cultures, which are essential for cooperation and mutual respect.</p> <p>The work as customer service assistant, hostess and sales promoter have been relevant in acquiring professional skills in the relationship with customers: importance of communication, which is the ability to listen to and to be listened.</p> <p>Development of a positive attitude towards any kind of problematic situation; problem-solving skills and working method based on the</p>

achievement of goals.

ORGANIZING COMPETENCES	<p>Organizing ability mainly acquired through team work in summer camps for kids and teenagers, where showing a coordinating attitude in the group.</p> <p>In the same work field has been developed the spirit of adaptability, in addition to the creativity (namely invention of new games and artistic creation for entertainment).</p> <p>Open and charismatic personality, flexible, active, dynamic, loving challenges.</p> <p>Professionalism based on accuracy, punctuality and strong attitude to work towards goals.</p>
TECHNICAL SKILLS	<p>Computer competences: Windows; Softwares: Word, Excel, Power Point.</p> <p>Daily use of personal computer at work: 80% of the work is based on the use of PC.</p> <p>2004: Certificate for Informatics Course on "Basic Office" (Word, Excel, Internet e E-mailing) organized by: "E-Work", Pescara in cooperation with "Ok Work", Milano.</p>
ARTISTIC SKILLS	<p>Great passion for music (jazz, acoustic, ethnic, rock and classic), dance, theatre, readings and paintings.</p> <p>Free time: travels, museums.</p> <p>Piano and guitar classes. Artistic Gym and Jazz Dance; I am still studying in a Jazz Dance School.</p>
DRIVING LICENCE	Driving licence cat. B