**CURRICULUM VITAE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: Katherine Jones**

Nationality Irish

Date of birth: 26.03.1985 (Brussels)

Address: Woodlands 6

Swinford

Contact details: 0873346789

[katy.85@gmail.com](mailto:katy.85@gmail.com)

**Education**

|  |  |
| --- | --- |
| **European School (Brussels)** | Attendance from Kindergarten until 6th Year Secondary; (languages of study : English as mother tongue , French as second language) |
| **A Levels (UK)**  **2010-2012** | A Levels via distance learning ­ Psychology and History |
| **CILS - 2011** | ‘Certificato d’Italiano come Lingua Straniera’ - Livello B2 |

**Languages**

|  |
| --- |
| * **English** : Mother tongue * **Italian**: Very good - CILS B2 certificate (see above), 5 years residence in PArma * **French**: Good : second language of study at European school ; used on a daily basis while living in Brussels until approx 3 years ago. |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **Period** | **Employer** | **Position** |
| September 2012 – August 2013 | Esko travel agency (Parma, Italy) | Airline / ferry / train ticketing  Skills : Amadeus software system and specialized software for Italian internal train travel. Extensive phone customer support.  Languages used : Italian, English; French |
| September 2011 – July 2012 | Pizzeria Da Luca | Kitchen worker at weekends in local pizzeria, my duties constisted of cleaning / dish washing |
| 2003-2008 | Michael Collins Celtic Pubs SPRL | Having started as bartender in 2003, in 2005 I was promoted to the position of general manager. Duties included handling cash on a daily basis (counting and recording takings/preparing the tills/banking); bar stock management; hiring and management of staff (approx 15 members) including weekly rosters, contract management, and wages. |