

Annachiara Innocenzio

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WORK EXPERIENCE

Customer Solutions Advisor

Carillion(Sheffield) - March 2017 to September 2017

- Customer Solutions Advisor
- Administrative assistant

Administrative secretary

Thalas Hotel , Torre dell' Orso (Italy) - June 2016 to July 2016

- Administration and reception duties
- Customer service
- Social media advertising
- HR manager

Private teacher

May 2014 to July 2015

- One-to-one lessons with 15 to 18 years old students
- Humanities subjects (psychology, italian literature, social sciences, English, history)

Tourist Advisor

Veloservice , Lecce, IT - May 2015 to June 2015

- Tourist advisor
- Rickshaw driver
- Sales advisor

Receptionist

MUSA Local Archaeological Museum, Lecce, IT - November 2013 to March 2014

- Reception and administration duties
- Social media advertising
- Archive assistant
- Tourist advisor
- Key holding

Shop salesperson

Etnik, Torre dell' Orso (Italy)- June 2012 to August 2012

- Customer advisor
- Sales assistant
- Social media advertising
- Cash handling
- Key holding

EDUCATION

Bachelor's in English/French in grammar and literature

Università del Salento - Lecce, IT

September 2012 to July 2016
Final mark: 110.

SEMINARIES

- Formation of film studies
- Theatre studies

VOLUNTARY EXPERIENCE

- Petsitter
- Translator / interpreter

SKILLS

- Excellent english literacy
- Excellent administration skills
- Good communication skills
- Reliable, punctual and flexible
- Excellent confidentiality due to handling personal data
- Excellent data entry skills
- Able to work in a team as well as independently

IT SKILLS

- Microsoft Word
- Microsoft Excel
- Pinnacle Studio
- Photoshop
- Geneva