



Di Berardino Federica

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

WORK EXPERIENCE

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|-----------------------|---|
| November 2005-present | <ul style="list-style-type: none">▪ Head of Secretariat at ICRANet Pescara: supporting Director, responsible for day-to-day tasks and secretarial duties, overall responsibility for the smooth running of the secretarial office; supervising the work of office juniors and provide advice and training to them; organizing business travels, itineraries and accommodation; organizing and preparing agendas for board/scientific committee meetings, providing facilities, taking minutes; updating processing and filing of documents (both on paper and computer); organizing diaries and making appointments; handling incoming/out coming calls, faxes, e-mails inquiries and post; handling requests for information and data; coordinating and scheduling secretarial tasks; translations; arranging interviews for new administrative/secretarial staff recruitment. |
| May-October 2005 | <ul style="list-style-type: none">▪ Travel Agent at “Beg Viaggi” Pescara; |
| September-June 2005 | <ul style="list-style-type: none">▪ Italian language trainer for foreign students; |
| April 2005 | <ul style="list-style-type: none">▪ Congress Hostess for IN FIERA S.r.l., at “ECOTUR 2005”-Montesilvano; |
| December 2004 | <ul style="list-style-type: none">▪ Congress Hostess for Manoppello Municipality (PE) on the occasion of the commemoration “Marcinelle 2005”; |
| October-December 2004 | <ul style="list-style-type: none">▪ Customer service assistant for Terravision S.r.l. at <i>Aeroporto d’Abruzzo</i>, Pescara; |
| January-December 2004 | <ul style="list-style-type: none">▪ Trainer/Supporter to elementary and high school Italian students for English language homeworks; |
| May 2004 | <ul style="list-style-type: none">▪ Translations from/to English; |
| March 2004 | <ul style="list-style-type: none">▪ Distribution of books in the local schools for Ajilon Agency, Pescara;▪ Customer satisfaction interviews for “NETWORK Research |

- Institute S.r.l.” at Iper - Città Sant’Angelo;
- Researcher for “Informazione e servizi senza barriere”(Agency: NETWORK S.r.l.);
 - Conference Hostess for IN FIERA S.r.l., at “ECOTUR –*Turismo in fiera*” 2001, 2002, 2003, 2004 (at *Palacongressi*, Montesilvano – PE);
 - Hostess and sales promoter for the agency “Image Service”, Città Sant’Angelo (PE);
 - Birthday party organizer for kids;
 - 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., Turin).

EDUCATION

- June 2004
 - Graduation in “Foreign Language and Literatures”, 110/110 *cum laude*, at University G. D’annunzio (Pescara). Final thesis on “Problemi, tendenze e prospettive dello sviluppo socio-economico in Spagna. Casi di studio” (Supervisor: Prof. G. Massimi);
- January 2004
 - Researches in Spain for graduation thesis and improvement of Spanish language skills;
- September-December 2002
 - Four month period mobility at “Nazareth College”, Rochester, N.Y. (U.S.A.) and final exams on English language and literature; Marketing; Spanish language, history and culture;
- 1998
 - High School diploma at Foreign Languages High School “G. Marconi”, Pescara;
- October 1996
 - English language courses at “Irondequoit High-School” in Rochester (N.Y., USA);
- 1992, 1994, 1995
 - Multiple visits to England for training courses;
 - Visits to USA (N.Y. e Massachusetts) to improve oral skills for American-English.

SOCIAL-CULTURAL
EXPERIENCES

January-March 2005: Trip to Vanuatu (Melanesian archipelago, former “New Hebrides”) for humanitarian-aid experience. Voluntary work in a few islands of the archipelago and elementary-level learning of local idiom, the Bislama.

PERSONAL SKILLS

Main studies and job experiences focused on foreign cultures and languages. Graduation on Spanish and English. Daily practice with both languages through conversation and readings. Good interpersonal and communications skills (both written and oral). Well presented.

MOTHER-TONGUE
OTHER LANGUAGES

ITALIAN
ENGLISH, SPANISH, FRENCH

RELATIONAL ABILITIES

Good attitude to work in multi-cultural contexts.
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.
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.

ORGANIZING, PERSONAL
AND OTHER
COMPETENCES

Organizing abilities in team-work, accuracy, punctuality, positive attitude, problem-solving skills and working method based on the achievement of goals. Open and charismatic personality, highly resourceful, motivated, flexible, enthusiastic, active, dynamic, loving challenges. Ability to multitask and managing conflicting demands. Able to work to tight deadlines. Quick learner. Working at ICRANet consented to be experienced in coordinating, planning and organizing a wide range of secretarial activities, and in being a well organized good team-player with a proven ability to work proactively even whilst under pressure and in a complex and busy office environment.

TECHNICAL SKILLS

Computer competences: good knowledge of Windows. Daily use of Outlook, Thunderbird, Word, Excel, Power Point and FileMaker database.
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.

ARTISTIC SKILLS

Photography: Diploma of Basic and advanced courses, Photo-reportage and work flow.
Dance: Jazz Dance, Flamenco, Swing/Lindy Hop, Afro-dance, Latin and Brazilian Dances, Traditional folk dances, Artistic Gym.
Piano and guitar basic skills.
Great passion for music (jazz, acoustic, ethnic, rock and classic), theatre and readings.
Free time: travels and photography.

DRIVING LICENCE

Driving license cat. B