



# MELISSA CALEFI LEONI



## PERSONAL PROFILE

Even though I'm at entry-level, I have some work experience both in-person and remotely. I'm bilingual (Italian-English), and I can speak a bit of Spanish and French too. I have infinite patience, energy, and will to learn!



## HIGHLIGHTED SKILLS

- Computer proficiency
- Communication skills
- Organizational know-how
- Bilingual ( Ita - Eng )
- Multitasking
- Self-motivation
- Time management
- Work ethic



## CONTACT INFORMATION

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## WORK HISTORY

I graduated in 2019 from the hotel and tourism high school "Charles Darwin" in Rome with high grades.

I have worked as a waitress and barista for some months in different restaurants during my high school years.

After I graduated I worked for about a year as a receptionist at "Piccolo di Pietralata theatre" in Rome. My duties were to welcome the clients, the members, and the audience of the theatre/school, maintain calendars for appointments, sort mail, make copies and assist the members and customers in their membership applications and ticket purchases. There, I had the opportunity to speak in English frequently as the theatre works with foreign artists as well. In my spare time, between 2017 and 2019 I taught Italian to foreigners online, through Fiverr.

I consider my level of English very good, I have also studied and can speak some Spanish and French.

My mother tongue is Italian.

My mom is disabled as she has a severely advanced level of Parkinson's disease and from 2020 up until now I have been taking care of her as my main job.

I consider myself a joyful person, with infinite patience, able to handle multiple tasks daily.

I use a creative approach to problem-solving; I am a dependable person who is great at time management;

I'm always energetic and eager to learn new skills;

I have experience working as part of a team and individually and...

last but not least: even though I take my work seriously, I do have a good sense of humor!



## EDUCATION

### ISS Charles Darwin Tecnico per il turismo

(High school diploma)

November 2017 - July 2019

- The diploma of the Technical Institute for Tourism allows accessing various sectors such as tourism and hotel facilities, transport, communications, marketing, advertising, public relations, the banking and commercial sector (foreign study center, etc.) and public tourist bodies. (Tourism promotion companies, tourism departments of Regions and Provinces).



## EDUCATION

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### I.P.S.E.O.A. "Tor Carbone" istituto professionale alberghiero

(I attended my first 3 years of high school here, then changed to the school I wrote above, due to very long distance.)

September 2014 - November 2017

- The strategic choices of the Institute were oriented toward the training of highly qualified and specialized tourism and hotel personnel, without neglecting basic cultural training. Relations with the world of work were taken care of with particular attention through the carrying out of "extra-weekly jobs" at the most famous restaurants and hotels in the area. Participation in numerous competitions held throughout the country was also intense, of which the Institute was often the winner.



### EXTRA

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In 2019 I participated in one of the most popular tv shows in Italy: "Ciao Darwin" (2019 edition). It was an amazing experience as I grew up watching it on tv since I was a toddler! The recordings lasted for 2 days. I have been able to see the backstage of the show, get to know how it works, how it's made, and of course, have fun at the same time! My role was to be a "Giulietta" in the Giuliette's team (as the show always presents two opposing teams in each episode). My team was to represent innocent, romantic, and loyal girls, while our opponent's team was to represent provocative and promiscuous women.

Our team won at the end of the episode.

I was number 47 on my team.

I have some experience with WordPress as well as I created and managed a blog for a year, writing articles both in Italian and English.

I then quit as I was not earning enough money at all considering the amount of work I was putting into it. But I loved every second of it.

*Melissa Calefi Leoni*