

PERSONAL INFORMATION

Carmela Melillo



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✉ Carmy.melillo@gmail.com

Sex F | Date of birth 15/03/1989 | Nationality Italian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Trainee – Human Resources

WORK EXPERIENCE

Period	Position
✓ From May 2007 to September 2007	Entertainer in a summer camp
✓ From November 2008 to November 2009	Employed in National Civil Service
✓ From March 2012 to September 2012	Internship in a travel agency
✓ From March 2014 to June 2014	Manager Trainee in a travel agency
✓ From December 2014 to January 2015	employee in an airline agency

Currently an employee of “Authentic Journeys” travel agency as Technical Director and a councillor in the municipal assembly.

EDUCATION AND TRAINING

Holding the following certificates and qualifications, listed in chronological order (from the most recent to the oldest):

Type	Date of issue
Specialized Degree in "Design and management of tourism systems"	February 18 th 2014
Degree in "Tourism Sciences for direction managerial"	February 23 rd 2012
Enabling Technical Director of travel agency	May 24 th 2011
High School Humanities and Social Sciences	July 9 th 2008

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B1
	Replace with name of language certificate. Enter level if known.				
French	C1	C1	C1	C1	C1
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills ▪ Good communication and interpersonal skills gained through my experience in tourism industry.

Organisational / managerial skills ▪ Ability to manage and control the stress in any situation and to motivate my team in order to always achieve excellent results.

Job-related skills ▪ Good interpersonal skills and ability to integrate myself in any environment.

Computer skills ▪ European Licence ECDL achieved in 2010;
▪ European ECDL SPECIALISED achieved in 2014;
▪ Computer Literate

Other skills ▪ constant desire to improve my professional skills.

Driving licence ▪ Holding driver's license "Type B"

ADDITIONAL INFORMATION

In addition to the above mentioned I actively participate in cultural & theatrical events, I feel determined and resolute, my only philosophy is "passion for result"!

Available to relocate.