

PERSONAL INFORMATION

Luana Andronico



📍 26, Largo Barriera, Sant'Agata Li Battiati, 95030 Catania (Italy)

☎ +201026646396 📞 +393495540669

✉ andronicoluana@gmail.com

🌐 <https://www.linkedin.com/in/luana-andronico-8a031535> 🌐 <https://anatohfa.wordpress.com> 🌐

<https://www.proz.com/translator/1715318> 🌐

https://www.youtube.com/channel/UCUd_A2dvdrYWzUnwTg-FXg

Sex Female | Date of birth 15 Sep 1987 | Nationality Italian

PERSONAL STATEMENT

I am a dreamer who loves creativity and freedom. But I am also a professional, adaptable and somehow ambitious person. I am ready and willing to work and relocate anywhere, nationally and internationally.

WORK EXPERIENCE

20 Mar 2019–Present

Wedding and Events Planner

Wedding Sicily, Catani (Italy)

answering customer inquiries and present the company and negotiation up to signing of the contract.

Plan the event from A to Z, including pre and post wedding events and extra services as per the desires of the customer.

Coordination on the day of the event.

Aug 2016–31 Dec 2018

Senior Projects Coordinator & Corporate Image Specialist

Firnas Shuman, Cairo (Egypt)

Successfully scheduled and overseen projects that have been completed with high customer satisfaction (on time and on quality). Successfully chose, implemented and deployed an ERP system for the company leading to an improved quality of work and effectiveness.

Successfully participated in external project, scheduling and overseeing deadlines, generating and sharing regular reports for stakeholders, overseen some purchased and scheduled inspections, and organized training course for customers' teams.

Successfully re-branded the company, totally changing the image of the brand. Managed company participation in events from choosing the events to bookings, design of stands, giveaways and logistics (travels, shipments etc).

Participated in the setting up of a quality management system with the aim to gain ISO certification.

Jun 2015–Mar 2016

Head of Key Accounts

Budget Hotel on Budget, Cairo (Egypt)

Designed and created Key Accounts Department from inception to creation of the business model to implementation (creation of marketing material and advertising, price-lists etc). Hired and trained people to operate in the department. Managed to overall increase the business of the company.

Nov 2014–Jun 2015

Regional Projects Coordinator

Budget Hotel on Budget, Cairo (Egypt)

Hired and trained sales people to work in my network. Managed and supported them till contract signature and successfully completed their projects, coordinating with the technical team in China where production house was located, acting as mediator between them and the clients. Maintaining relationships with stakeholders and generating reports. Logistics and travel arrangements.

Jan 2014–Nov 2014

Hostess & PR

Video Eventi Live, Catania (Italy)

Hostess at the 10th edition of the annual fair of the wedding and other events of the same kind.

Promote the services of the company, build and manage database. Create and manage mass email campaigns.

Jan 2013–Present **Translator and transcriber**

Freelance

As freelance translator and transcriber I have been working with translation agencies and direct customers. Main areas of work are (but not limited to): literature & humanities, business & marketing, certificates, IDs etc, General Translation, general legal, education, website, e-commerce.

Language pairs I work with: English <> Italian, Arabic > Italian, Arabic > English, French > Italian.

Jan 2012–Jun 2017 **Tutor of Foreign Languages**

Performance & Freelance, Napoli (Italy)

English, French and German

EDUCATION AND TRAINING

2010–2010 **Filmmaker**

Ce.S.for, Catania (Italy)

2011–2014 **Master's Degree in Arabic and Islamic Studies**

Oriente University of Naples (Italy)

2007–2011 **Bachelor Degree in Languages and Cultures of Asia and Africa**

University Kore, Enna (Italy)

Arabic Department

1 Jan 2018–1 Feb 2018 **Project Management Professional Course**

American Chamber, Cairo (Egypt)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
IELTS					
Arabic	B1	B1	B1	B1	B1
French	A2	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/etd/12345)

Communication skills

- Excellent written and verbal communication skills.
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker.

- Writing creative or factual.
- Speaking in public.
- Excellent presentation skills.

Organisational / managerial skills

- Creating and keeping deadlines
- Decision making
- Managing appointments
- Project management
- Making schedules
- Coordinating and executing events
- Problem solving
- Creative thinking
- Record keeping
- Office management
- Resource management

Job-related skills

- Project management
- Quality process and check
- HR processes
- Marketing
- Translation
- Transcription

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

Driving licence

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