

PERSONAL INFORMATION

Sofia Quadraccia

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Sex Female | Date of birth 18/03/1997

WORK EXPERIENCE

21/06/2019–31/10/2019

**Barmaid**

"Lo Chalet dei Giardini" di Leonardo Capotosti, Amelia (Italy)

EDUCATION AND TRAINING

12/09/2011–04/06/2016

**Certificate in Economics and Tourism**

Istituto Tecnico Economico, Amelia (Italy)

- The tourism industry and its legislation
- English, French and Spanish
- Economics and law

03/10/2016–Present

**Diploma in Linguistics and Cultural Mediation**

Università degli studi di Roma "La Sapienza", Rome (Italy)

- English, Spanish and Portuguese
- Linguistics
- Anthropology, Ethnomusicology, Religions and Cultures
- The role of the Cultural Mediator
- Hispanic American and Anglo-American studies

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	B2	C1
Spanish	B2	B2	B2	B2	B2
French	B1	B1	A2	A2	A2
Portuguese	B2	B2	B1	B1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
[Common European Framework of Reference for Languages - Self-assessment grid](#)

Communication skills

*Good communication skills acquired within group projects and private lessons at the university and also at the workplace.*

*I am able to relate to people with different nationality and culture due to my experience abroad and also for the Linguistic Mediation course.*

Organisational / managerial skills

*Good organisational skills and ability to organise the work independently, observing deadlines and*

objectives.

**Job-related skills** *Reading and writing skills, including the ability to organise the information for different purposes. Capacity to determine the most useful tools for a translation.*

*Setting up tourist itineraries, analyzing the target's requests, providing information about other itineraries, accommodations, local traditions and attractions (booking when asked). Organising package holidays.*

Digital skills

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

Digital skills - Self-assessment grid

Driving licence B

ADDITIONAL INFORMATION

Educational experiences

**2013**

Comenius European project "The Importance of Healthy Lifestyles for Teenagers in Different European Countries" in Gyula, Hungary.

**2014**

Participation in the 2nd Basic Course of International Cooperation (BCIC&D2) by the association ICAD.

Publication of some short essays on the UNITRE association paper "L'Accademico" of Amelia.

**2015**

Comenius European project "Renewable and Sustainable Energies" in Straubing, Germany.

Active involvement in the "Urban Trekking" in Amelia illustrating some monuments.

Participation in the writing of the book "Amelia e la Grande Guerra, storia e storie di un territorio".

Internship

- **from 31/01 to 23/05 2014**

Stage at EUROLINKS language school in Amelia, 'vertical' part-time work: responsibility for general services and secretary.

- **March 2015**

Stage at INPS in Amelia, 'horizontal' part-time work: data input, documentation storage and conservation.

Certifications

**2013**

Certificate of attendance issued by UIC Language House in London for "General English Course At Pre intermediate (B1) Level"

Personal data processing

*"In compliance with the Italian Legislative Decree no. 196 dated 30/06/2003, I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I confirm to be informed of my rights in accordance to art. 7 of the above mentioned decree."*