

## PERSONAL INFORMATION

**Angela Fattoretti**

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Sex Female | Date of birth 28/03/1985 | Nationality Italian

## POSITION

**Advertising and public relations department manager**

## WORK EXPERIENCE

25/09/2015–25/02/2016

**Lecturer at the Italian Cultural Centre**

Iliia State University, Tbilisi (Georgia)

07/2014–09/2015

**Assistant to Erasmus Mundus Project**

University of Tuscia, Viterbo (Italy)

Participation in the meetings for the management of the Project ALRAKIS II – HUMERIA.

Planning of Erasmus Mundus activities and decision making as well.

Predisposition of the Consular documentation and the request of Residence Permit, Fiscal Code, enrolment of the students at Tuscia, opening of bank accounts, relations with Laziodisu for booking of the flats, medical care and assurance another activities within the logistics framework.

Relations with the Departmental Teaching Secretariats for the exams related to degree courses, Masters, doctorates and trainings;

Drafting of schemes relative to the registration; organization and supports mediated by duplication of the didactic materials, documents relative to students; operative support during elaboration of Learning Agreements and the Transcript of Records with the academic structures.

10/2014–12/2014

**Teaching activities: Italian course for foreigners (50 hours)**

Municipality of Cellere (VT), Cellere (Italy)

01/10/2007–16/06/2010

**Part time assistance**

University of Tuscia, Viterbo (Italy)

Welcome of students, search of books and texts, hire and re-delivery, delivery for the access to the library, reorganization of the archives.

Assistance to prof. Venzi for the office activities - letters in English language, photocopies, collaboration with the administrative office, preparation of protocols and re-organization of the mandates.

07/2009–08/2009

**Promoter**

Unione informatica s.a.s, Cellere (VT) (Italy)

Survey about knowledge of informatics in the municipality of Cellere (VT)

## EDUCATION AND TRAINING

25/09/2015–25/02/2016

**Grantee of Humeria Project**

Iliia State University, Tbilisi (Georgia)

EQF level 7

	<p>Winner of scholarship funded by Erasmus Mundus through Humeria Project.          Improving English language;          Exams on humanities;          Lecturer at the Italian Cultural Centre in Tblisi.</p>	
11/2015–Present	<p><b>Master Student in "Modern Phylogly"</b>          University of Tuscia, DISUCOM department, Viterbo (Italy)</p>	EQF level 7
09/2014–Present	<p><b>Majoring in Modern Phylogly</b>          University of Tuscia, Viterbo (Italy)</p>	
02/11/2014	<p><b>Certificate of attendance</b>          Viterbo (Italy)          "Propose a success in the labor world".</p>	EQF level 6
06/2014	<p><b>Certificate of attendance</b>          University of Tuscia, Viterbo (Italy)          Training in "prevention and protection services"          C level (24 hours)</p>	EQF level 6
11/2013–05/2014	<p><b>English course level B1</b>          University of Tuscia, Viterbo (Italy)</p>	
18/02/2014	<p><b>Certificate of participation</b>          University of Tuscia, Viterbo (Italy)          Self Marketing and Personal Branding".</p>	EQF level 5
01/10/2010–19/02/2013	<p><b>MA (2 nd level degree) IN "PUBLIC COMMUNICATION, OF ENTERPRISE AND ADVERTISING" (with honour)</b>          University of Tuscia, Viterbo (Italy)          Subjects:          Linguistics          Private and public law          Marketing and economics          Computer skills          Title of the thesis: "Economic Divulgation (1976 – 1981) and defence of the consumer in TV. A linguistic analysis".</p>	EQF level 5
12/2010	<p><b>Participation certificate</b>          Accademia della Crusca, Firenze (Italy)          "Rules and suggestions for drafting of administrative acts".</p>	EQF level 3
10/2004–02/2009	<p><b>BA IN COMMUNICATION SCIENCE AND TECHNIQUES (with</b></p>	EQF level 3

honour)

University of Tuscia, Viterbo (Italy)

Subjects:

Sociology

Philosophy

Law

Informatics

History

03/12/2004 EUROPEAN COMPUTER DRIVING LICENCE (E.C.D.L.)

European certification

Te.com, Viterbo (Italy)

Exceeded 7 modules exams: Basic Concepts of IT, Using the Computer / file management, word processing (Word), spreadsheet (Excel), presentation (PowerPoint), database (Access), computer networks - Internet, E-mail.

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B2	B1	B1	B2
	B1 level certificate (Linguistic Unit of the University of Tuscia)				
Spanish	B1	B1	A2	A2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

- Good listening skills and to build lasting and stable relationships over time. Excellent ability to work in a team and conflict management.

Organisational / managerial skills

- Excellent organizational skills and management. Ability to work towards targets and to coordinate the implementation and planning of innovative projects. Flexibility and dynamism at work.

Job-related skills

Administrative capacity, marketing, communication and language (in particular text analysis, study of anglicisms, and marketing communication), teaching.

Digital competence

Excellent knowledge of computer and Office.

Excellent web browsing and e-mail use

Good knowledge of programming languages: XHTML, XML, CSS, JAVASCRIPT

Driving licence B

