

VALERIA PODDA



PERSONAL PROFILE

I am a graduated for a Bachelor's Degree (3 years) in Language and Communication at the Languages University of Cagliari (IT). Italian native speaker, I have very good command of Spanish (B2 Level) and English (B1+ Level), also a working knowledge of French and I attended a course of Chinese (A1 Level). I am an easy-going person, friendly, smiling and well-groomed. I am trustworthy and hard working with an eye on details but keen to learn more. With good interpersonal skills I am fast learner and developed a good problem solving skills.

EDUCATION

- **Language University of Cagliari** 2011 – 2015
Degree in Language and communication
Final mark: 100/110
Main subjects: English, Spanish, history, anthropology, advertising language and journalism language.
- **Comenius Project (Sweden):** 2010
Cultural exchange program
Duties included: exchanging opinion with foreign students and living with them, analyzing social problems such as drug addiction, alcoholism, family, work.
- **Institute for Tourism studies, Senorbi, Cagliari** 2006 - 2011
Final mark: 84/100
Main subjects: English, Spanish, French, law and legislation, art, geography, marketing.

WORK EXPERIENCE

- **Internship in reception at The Colonna Resort Hotel in Porto Cervo** May - October 2016
Duration 4 months
Main duties: check in, check out, reservation of excursions, satisfy need customers.
- **Public transport evaluation of CTM (Cagliari transport)** 2013 - 2015
Statistic sector
Main duties: count users inside the bus and do surveys to them about the satisfaction of the service.
- **Archeological excavating simulation** 2011
in Archeological museum "Sa Domu Nosta", Senorbi
Activity of stage (25 hours)
- **Course of dance and entertainment** 2010
With "Mondo Vacanze", Palermo
Activity of stage (60 hours)

LANGUAGES

Italian: mother tongue

English: good knowledge in both writing and speaking (b1+ Level)

Spanish: good knowledge in both writing and speaking (b2 Level)

French: basic (A2-B1 Level)

Chinese: basic (A1 Level)

OTHER PERSONAL SKILLS

- Full, clean driving license
- Good computer skills (Office packages, Internet, data entry, web search)

OTHER EXPERIENCES

Participation to the "Campo Giovani" project at the firefighter sector in Terni and at the harbor master's office in Cagliari.

Participation on Youth pass Erasmus+ Program in London on February 2016 called "Abroad why not".

In compliance with the Italian legislative Decree no. 196 dated 30/06/2003, I hereby authorize you to use and process my personal details contained in this document.

18/10/2016