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## Summary

- \* Ability to maintain composure when exposed to stress.
- \* Strong work ethic; self-starter; results orientated.
- \* Willing to work on a shift basis including evenings and weekends.
- \* Able to handle sensitive and confidential situations.
- \* Highly ambitious administrator currently specialising in marketing and advertising.
- \* Meticulous and excellent at juggling multiple tasks and working under pressure.

## WORK EXPERIENCE

### — Social Media Marketing Intern | Kings Institute of Higher Education

Dublin, Ireland | November 2016 to Present

- Research and contact of new potential clients (National and International)
- Responsible for the relationship between Kings Institute of Higher Education and their Italian Business Partners.
- Selling English class packages to Italy
- Managing the school's Facebook page and Instagram account.
- Proactively campaign initiatives
- Developing marketing strategies
- Promoting the Kings Institute of Higher Education to external agencies and media
- Assisting and coordinating marketing events, open days.
- Managing the day to day running of the company's main social media accounts.
- Writing up social medial content and activity.

## Skills

- Microsoft Office (Word, Excel, PowerPoint and Outlook)

- Internet navigation, social media and emailing
- Project management • Self-motivated
- Strong verbal communication
- Extremely organised
- Digital networking

## **Work History**

### **Security Officer / Public Security**

Italy, From September 2010 to march 2015

Esercito Italiano is the land defense force of the Italian Armed Forces. The army is an all volunteer force of active-duty personnel, numbering over 100,000 personnel and being one of the largest armies of the European Union.

- \* Stationed for several different businesses, football matches, and other major events.
- \* Dealt with adverse weather conditions, managing crowds, and people's emotions, and stayed alert at all times embodying duty of care.
- \* Reporting all incidents, accidents or medical emergencies.
- \* Monitoring and patrolling business areas on a consistent basis.
- \* Locked and unlocked doors according to schedule.
- \* Controlled entries and exits for staff & visitors, developed and implemented security procedures.
- \* Checking emergency call boxes, staff radios, security lighting and alarms to ensure they are working correctly.
- \* Took part in Operation "Strade Sicure" (Safe Streets) in Rome carrying out surveillance services, implementing identification and immediate search procedures over people and vehicles, in order to anticipate or prevent behaviors that may endanger the health of citizens and security of places under surveillance.
- \* Trained/coached new fellow colleagues.

## **Education**

Italy, 2016

## **Professional Certificate : Digital Certificate – 50 hours course Continuous Professional Development**

### **High School diploma**

Italy, 2006

This was a 5 year Diploma-Chemistry course at the Institute of Technical Education. My overall score was 88 out of 100.

### **Additional information**

#### **Language Skills**

- Italian (Native speaker)
- English (Intermedie level)

#### **Personal Skills**

- Excellent communication skills and customer service oriented
- Commercial awareness, strong influencing and negotiating skills
- Solution focused, ability to deal with and work under pressure
- Team player, but also autonomous and can work with little or no supervision

#### **Hobbies & Interests**

- Photography
- Sports (Football, Cycling, Swimming)
- Travelling
- Cinema
- Chess

*Francesco Gavino Marongiu*