

PERSONAL INFORMATION

Elena Niero



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 Edificio Porta dell'Innovazione – 2nd floor, Via della Libertà 12, 30175 – Venice-Mestre, Italy
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 0039 041 234 6080
 17/11/1992
 Italian

WORK EXPERIENCE

- 23/10/2018 – Today** **Facility manager and event organizer**
 CMCC, RAAS Division, Via della Libertà 12, 30175 – Venice-Mestre (Italy)
 ▪ Venue management, organization and arrangement of events
- 03/04/2018 – 03/10/2018** **Travel agent**
 Albatravel S.r.l., Dep. "Albatravel Platinum España", Viale Ancona 24, 30172 - Mestre – Venice (Italy)
 ▪ Creation of tailor-made package tours, travel customer care, accountancy
- 01/06/2016 – 03/01/2018** **Hotel receptionist**
 Kosher House Giardino dei Melograni, Cannaregio 2874 – Jewish Ghetto, 30121 - Venice (Italy)
 ▪ Reception activities, customer care, accountancy, front and back office tasks
- 07/06/2010 – 12/07/2010** **Tour guide**
 Villa Widmann Rezzonico Foscari, Via Nazionale 420, 30034 – Mira – Venice (Italy)
 ▪ Tourist reception, tour guide at the Villa, information point, ticket office
- 08/06/2009 – 06/07/2009** **Hotel receptionist**
 Albergo Marin, Ramo delle Chioverete 670/B, 30135 – Santa Croce - Venice
 ▪ Reception activities, front and back office tasks, customer care

EDUCATION AND TRAINING

- 03/07/2017** **Master's degree** **110 Cum Laude / 110**
 Intercultural Development of Tourism Systems
 Ca' Foscari University of Venice, Cannaregio 873 – Fondamenta San Giobbe, 30121 – Venice (Italy)
 Dissertation: "International Film Festivals as tourist catalysts: the International Film Festival of Rotterdam".
 Supervisor: Prof. Matteo Giannasi
- 12/11/2014** **Bachelor's degree** **107 / 110**
 Linguistic and Cultural Mediation
 Ca' Foscari University of Treviso, Riviera Santa Margherita 76, 31100 – Treviso (Italy)
 Dissertation: "Aspectos lingüísticos de la traducción en italiano de la filmografía de Almodóvar". Supervisor:
 Prof. Luis Luque Toro
- 15/09/2013 – 14/12/2013** **Training period abroad** **30 / 30**
 Curso Para Extranjeros
 Universidad de Málaga (UMA), Avda. de la Estación de El Palo, 4, 29017 - Málaga (Spain)
- 05/07/2011** **High-School Diploma** **100 / 100**
 Istituto Tecnico Commerciale Statale "Maria Lazzari"
 Via Curzio Frasio 27, 30031 Dolo – Venice (Italy)
- 05/2009** **ECDL – European Computer Driving Licence certification**

PERSONAL SKILLS

Other languages	Mother tongue				
	Italian				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	<i>Proficient user</i>	<i>Proficient user</i>	<i>Proficient user</i>	<i>Proficient user</i>	<i>Proficient user</i>
Spanish	<i>Proficient user</i>	<i>Proficient user</i>	<i>Proficient user</i>	<i>Proficient user</i>	<i>Proficient user</i>
French	<i>Independent user</i>	<i>Independent user</i>	<i>Independent user</i>	<i>Independent user</i>	<i>Independent user</i>

DIGITAL SKILLS

- Windows
- Microsoft Office: Word (independent user), Excel (independent user), Power Point (independent user)
- Google Suite (Doc, Slides, Form, Sheet, Drive)

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