



PERSONAL INFORMATION

Alessandra Viganò



 via Nino Bixio,5, 20853 Biassono (MB) (Italy)

 3384585913

 alessandra.vigano90@gmail.com

Sex Female | Date of birth 16th January 1990

WORK EXPERIENCE

March 2010 – February 2011 **Sales assistant**

United Colors of Benetton, Corso Vittorio Emanuele II 9, Monza (Italy)

- assist the other sales assistant
- keep the shop clean and tidy
- maintain account of the articles

June 2007 – August 2007 **Internship**

Navale Assicurazioni, Via Carcano 27/a Cantù (CO) (Italy)

- Back office activities

EDUCATION AND TRAINING

October 2013- September 2014 **Master International Business MIB**

Università Cattolica del Sacro Cuore, Largo Gemelli 1, Milano (Italy)

- International economics
- International marketing
- Business and brand management
- International finance and banking

October 2009 – April 2013 **Bachelor's degree in Languages for International Relations**

Università Cattolica del Sacro Cuore, Largo Gemelli 1, Milano (Italy)

- English (language, culture)
- Arabic (language, culture)
- Spanish (language, literature)
- Elements of international economy
- European institutions
- International Relations
- Intercultural communication

September 2004 – July 2009 **High school diploma**

Liceo Linguistico Europeo Collegio Bianconi, via Torneamento 1, Monza (Italy)

- English (language and literature)
- French (language and literature)
- German (language and literature)

June 2008 **First certificate in English: FCE level B2**

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	B2	B2	B2
German	A2	A2	A2	A2	A2
Spanish	B1	B1	B1	B1	B1
Arabic	A1	A1	A1	A1	A1

Communication skills

- Excellent communication skills thanks to my experience as sales assistant.
- Excellent ability to interact with people after my study journeys abroad.
- During the master course I have acquired confidence in communicating and working with people from other countries. I have experienced the difficulties and the interesting things about working for projects and assignments in groups.

Organisational / managerial skills

- Excellent sense of organization, very tidy and precise
- Good experience in working in team developed during the master course. Group assignments are daily during a master course and this gave me the opportunity to improve my skills in working within a team.

Computer skills

- Good command of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Good knowledge of the main social networks

Other skills

- Cooperation with voluntary associations, for example helping children with difficulties at school.
- Art lover

Driving licence B

ADDITIONAL INFORMATION

I am strongly determined in improving my language competence, following courses, especially in French and German.