

Luigi Di Fraia

Address: ***** Bratislava (SK) Tel: +39 392 ***** Email: *****@gmail.com

I am a loyal employee who strives to deliver exceptional support to any workplace. I am looking for a full-time position in an office environment, where I could blend my admin experience in the government of Tuscany with the actual one for IBM. As a proactive administrative assistant, I suggested an innovative IT data processing tool to comply data and match financial funding policy, reducing the time involved in processing incomplete projects.

Personal Profile

- Extensive international and cross-cultural experience (Canada, Sweden, Norway, Germany, Italy, Slovakia)
- Proficient with computers and software (Microsoft, Android, Ubuntu Linux and open source)
- Business acumen and negotiation skills
- Certified English level
- Member of *Reactivate* and *MyFirstEuresJob* European network

Achievements and awards

- ✓ 4+ year working with people
- ✓ Responsible for First Aid CPR / AED
- ✓ Self-learning and team worker
- ✓ IELTS certification

Main Work Experiences

Supply Chain professional at IBM ISC Bratislava, SK

Apr 2018 – Present

- Payment team focal point for the Italian market
- Validation, calculation and payment of the business opportunities
- Dealing with different stakeholders (business partners, sales program managers, higher focal points)
- ERP combination of SAP, cloud and different internal systems and database

Administrative assistant at *Regione Toscana*, Firenze – Italy

Jul 2008 - Jul 2009
(Covering a maternity leave)

- Complied data to match funding policy
- Reviewed projects data while creating statistics and graphs for institutional publications
- Software and technical advice and support
- Suggested an innovative data processing tool
- *Young approach* in institutional public relations

Produce warehouse supervisor at *Italian Centre Shop South*, Edmonton, AB

Aug 2013 – Mar 2016

- Strove for quality and for improving produce daily
- Created a network with customers and suppliers
- Halved the culling of the day for fruits and vegetables
- Designed special displays with creativity

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Store clerk at *Italian Centre Shop South*, Edmonton, AB

Aug 2012 – Aug 2013

- Offered a European cultural experience in addition to customer service
- Created a network with patrons

Personal trainer / Instructor at *Power House Fitness Training Team*, Anzio (RM) – Italy

Sep 2010 – Jul 2012¹

Teamed up with another PT to improve strength and body mass in Kick boxers with the following: bodybuilding, callisthenics, power lifting and nutritional coaching.

Sports and outdoor activities leader at *Mesnali ungdomssenter og leirskole*, Mesnali – Norway

Aug 2009 - Aug 2010
(1-year project)

- Team building exercises and survival activities
- Learned how to interact with pupils of different ages
- Melded winter sports with entertainment in exciting programs
- Nature conservation with an interactive and stimulating approach

Volunteer Work at *Montebello-senteret*, Mesnali – Norway
(Advanced cancer related centre)

Aug 2009 - Aug 2010

- Indoor and outdoor activities

Education

- **Bachelor of Sciences** in Environmental Sciences², Rome - Italy
- **European Union Youthpass** from *Mesnali ungdomssenter og leirskole*, Mesnali – Norway
- **Diploma**³ from Upper Secondary Education at *Emanuela Loi* school for Accountants

Languages

- ✓ Italian
- ✓ English⁴ (fluent)
- ✓ Swedish / Norwegian (intermediate)
- ✓ French (basic)

References (Letters available upon request)

- Maria Chiara ***** , Manager, Regione Toscana, *****@regione.toscana.it
- Thor Kristian ***** , Manager, Mesnali Leirsted, +47 905 *****
- Randulf ***** , Head nurse, Montebello-Senteret, +47 623 *****
- Catherine ***** , HR manager, Italian Centre Shop +1 780 424 ***** ext 322
- Alessio ***** , Personal Trainer, Power House Fitness, +39 389 *****
- Claudio ***** , Personal Trainer and kickboxer, +39 366 *****

¹ Free collaboration

² European Diploma supplement available (English and Italian)

³ European Qualification Framework, level 4

⁴ IELTS certification of my English level, overall band score is 7.5 / 9