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|  **Europass** **curriculum vitae** |  |  |
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| **Personal information** |
| Surname(s) / First name(s) |  | Bronecka Natalija |
| Address(es) |  | **Italy,Naples** |
| Telephone(s) |  | **+39. 373.83. 42. 624**  |  |
| E-mail(s) |  | **nataliariga@hotmail.it** |
| Nationality |  | **Latvia**  |
| Date of birth |  | 25 / 08 / 1981 |
| **Desired employment / Occupational field** |  | **Risk management/ Projects conception & implementation/ Project management** |

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| **Work experience** |
|  Dates |  | **From 06 / 2012 to 25 / 02 / 2013** |
| Occupation or position held |  | **Cultural linguistic mediator** |
| Main activities and responsibilities |  | My role consisted of: facilitating communication and understanding, both on linguistic and cultural level, between service seekers of ethnic minorities and functionaries in agencies or public service offices; advising office functionaries in contact with the public; providing informative material; advising foreign nationals on how to write their resume and compilation of forms; creation and management of a data bank or archives to be used for job search; divulging information relative to obtaining an equivalent of their academic titles; illustrating the procedures necessary to obtain the conversion of driving licenses; facilitating settlement of bureaucratic practices common in obtaining documents like the permit of stay in Italy, foreigner’s family admission in Italy, etc.); fostering contacts with potential employers; facilitating in attainment of job contracts. |
| Name and address of employer |  | ***“ASS. A. I.” Associazione onlus Pomigliano d’Arco,viale Plinio,15*** |
| Type of business or sector |  | International Cooperation |
|  **Dates** |  | ***from 28 / 02 / 2007 sTill employee*** |
| Occupation or position held |  | **Traslator** |
| Main activities and responsibilities |  | My role consisted of: carrying out sworn translations; providing informative material in foreigner’s mother tongue; accompanying foreign nationals to various offices; advising the service staff on the specificities of the clients’ cultures of origin |
| Name and address of employer |  | ***Court of Naples,Centro Direzionale,Piazza Cenni,2*** |
| Type of business or sector |  | International Low |
| **Dates** |  | **From 10/12/2011 to 27/02/2012**  |
| Occupation or position held |  | **Cultural Linguistic mediator /Traslator /Segretary** |
| Main activities and responsibilities |  | Management of documentation in support to Non – EU people; provide information to Non Eu people to acquire the residence permit. Assisting with general HR Management, administration, events,work and general administrative tasks. |
| Name and address of employer |  | ***FederConsumatori,Corso Umbrto,381*** |
| Type of business or sector |  | Immigration |

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| **Dates** |  | ***From 2007 to 2008*** |
| Occupation or position held |  | ***“Import-export”*** |
| Main activities and responsibilities |  | Management and sales of italian products for international market, Welcomes customers by greeting them; offering them assistance. Directs customers by escorting them to racks and counters; suggesting items. Advises customers by providing information on products. |
| Name and address of employer |  | ***“Import-export,*** ***Centro Direzionale, Napoli*** |
| Type of business or sector |  | ***“Import-export”*** |

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|  **Education and training** |
|  |  |  |
|  Dates |  | **02/12/2012** |
| Title of qualification awarded |  | English Intensive Course |
| Principal subjects/Occupational skills covered |  | To learn english language |
| Name and type of organisation providing education and training |  | University of Naples – “L’Orientale” **Via Marina 59, 80121 Naples** |
| Level in national or international classification |  | Level A2 |
| **Dates** |  | **18/12/2009** |
| Title of qualification awarded |  | Course of study and improvement of the Italian language and culture |
| Principal subjects/Occupational skills covered |  | To learn Italian language |
|  Name and type of organisation providing education and training |  | University of Naples – “L’Orientale” **Via Marina 59, 80121 Naples** |
| Level in national or international classification |  | Level C1 |
| **Dates** |  | ***28 / 02 / 2007 Still Studying*** |
| Title of qualification awarded |  | Course of ***Translator- Interpreter*** |
| Principal subjects/Occupational skills covered |  |  |
| Name and type of organisation providing education and training |  | Court of Naples - Business Hub Naples  |
| Level in national or international classification |  | Level C1 |

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| **Dates** |  |  ***07 / 1999*** |
| Title of qualification awarded |  | High School  |
| Principal subjects/Occupational skills covered |  | High School diploma in applied sciences |
| Name and type of organisation providing education and training |  | **“Preilu 2 Vidusskuola” Preilli, Lettonia** |
| Level in national or international classification |  | Graduate Certificate  |

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| **Personal skills and competences** |
| Mother tongue(s) |  | ***Russian*** |
|  Other language(s) Ukrainian,Latvian,English |
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|  *Self-assessment* |  | Understanding | **Speaking** | **Writing** |
|  *European level (\*)*  |  | **Listening** | **Reading** | **Spoken interaction** | **Spoken production** |  |
| Ukrainian |  |  | **C2** |  | **C2** |  | **C2** |  | **C2** |  | **C2** |
| Latvian |  |  | **C2** |  | **C2** |  | **C2** |  | **C2** |  | **C2** |
| English |  |  | **A2** |  | **B2** |  | **A2** |  | **A2** |  | **A2** |
|  Italian  |  |  | **C2** |  | **C2** |  | **C2** |  | **C2** |  | **C2** |
| ***(\*) Common European Framework of Reference (CEF) level*** |
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| Social skills and competences |  | High motivation to work, very sociable, dynamic and flexible. Marked aptitude for communication, personal contacts and human relations, ability to work with a high degree of autonomy, well – developed sense of initiative. Communicate effectively with a broad range of people. |
| Organisational skills and competences |  | Coordinate information, energies and partners to achieve a goal (proactive approach to negotiating with private – public partnerships), employ imagination and creativity in the conceptualization and realization of projects, planning and organisation. |
| Technical skills and competences |  | Analyse data and elaborate decision-making tools, Event logistics & promotion: sponsoring & partners representative, able to manage the information system database. |
| Computer skills and competences |  |  |

 Driving licence(s) **B**