

# Francesca Valeria De Rosa

Assistant, Office Support  
Accounting Project Manager

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## Contacts:

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## Experience

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2021- ongoing

### **DLTM – Ligurian Cluster of Maritime Technologies**

Office Support Assistant and General Administration. Correspondence, Institutional letters, Banks management, Invoices management, HR administration, preparing reports and organization of Board of Directors, supporting the preparation Project Budget, administrative reporting on National and European projects , organization of events and Workshops.

2019 - 2020

### **Linguistic Assistant for Private Tour of Albatravel — Southern Vision – L&M Communication - Salento Flavours**

Tourists Welcoming, B2B linguistic support, transfer from and to the airport, Wine and food private tours, private shopping and presentation of local folk and traditions

2012

### **Management Secretariat for SME – T&I Trani srl**

In & Out invoices, Suppliers and Sales support.

2008

**Internship in Banca Sella SPA – Risk Control and follow up**

## Education

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2023

**Erasmus+ Qualification: Manager of  
integrated nautical and coastal tourism  
services**

NAVIGO-Provincia di Livorno-IBIS-STRATEGIS-  
Mediterranean Tourism Foundation

2020

**C1 level English course**  
University of Salento (LE)

2018

**24 CFU – Teaching Enabling**  
University of Salento (LE)

2007

**Bank Economics Degree**  
University of Salento (LE)

2000

**Business expert Correspondent in Foreign  
Languages Diploma**  
ITC Tannoia in Corato (BA)

## Skills

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- Problem solving
- Financial administration
- Project management
- Secretary
- Leadership

