

Beatrice Casini

Date of birth: 10/12/1992
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EXPERIENCE WORKING

02/01/2023 - CURRENT La Spezia, Italy

EMPLOYEE SPECIAL COMPANY RIVIERE DI LIGURIA

I collaborate with the Azienda Speciale Riviera di Liguria on services related to tourism, European projects, the EEN network, internationalisation, participation in and organisation of trade fairs (tourism, nautical, agri-food sectors) in Italy and abroad. I also deal with database management, project reporting, the organisation of networking events (b2b), and the management of school-work alternation projects on local events.

01/03/2022 - 31/12/2022 La Spezia, Italy

ADMINISTRATIVE CLERK GIGROUP SPA

I work at the Azienda Speciale Riviera di Liguria on services related to tourism, European projects, internationalisation, participation in and organisation of trade fairs (tourism, nautical, agri-food sectors) in Italy and abroad.

I am also involved in database management, project reporting, networking events (b2b) and project management of school-to-work projects on local events.

01/03/2021 - CURRENT La Spezia, Italy

EMPLOYEE COOP.GE SCRL

I work at the Azienda Speciale Riviera di Liguria on services related to tourism, European projects, Enterprise Europe Network, internationalisation, participation in and organisation of trade fairs (tourism, boating, agri-food sector) in Italy and abroad.

I am also involved in database management, project reporting, networking events (b2b) and directing school-to-work projects on local events (Seafuture).

11/11/2019 - 19/02/2021 La Spezia, Italy

ADMINISTRATIVE, PUBLIC RELATIONS AND PRESS OFFICE CLERK LINKS & CONSULTING SRLS

Traditional press office: press releases and external relations, general accounting and electronic invoicing. Event organisation and participation management

11/12/2018 - 10/06/2019 La Spezia, Italy

PRESS, MARKETING AND SHOP ASSISTANT COSTA GROUP

Head of press office: press releases and external relations Participation in and organisation of events, conferences and international trade fairs

Social network management, preparation of brochures and corporate material: press kits, journalistic content, support and in-depth materials

Mailing list and customer database management

10/03/2015 - 10/12/2018 Sarzana, Italy

CLERK - ACCOUNTING AND BANKING CLERK CIBIAMO GROUP

General accounting, bank management and electronic invoicing

24/10/2012 - 30/09/2013 La Spezia, Italy

CLERK - ACCOUNTING AND BANKING CLERK B.C ASSOCIATE FIRM

Bookkeeping of companies and professionals, with simplified and ordinary regimes

Electronic invoicing, management of administrative deadlines, telematic Entratel and Infocamere submissions (filing of balance sheets, company changes, company registry files in general)

General secretarial tasks

10/06/2009 - 11/09/2012 Sarzana, Italy

MANAGER AND COORDINATOR STAFF AND DAILY ACTIVITIES SUMMER CENTRE SARZANA

EDUCATION AND TRAINING

07/2011 Sarzana, Italy

DIPLOMA Parentucelli Arzelà - Accountancy with a focus on tourism

Address Sarzana, Italy | Final mark 100/100

LANGUAGE SKILLS

Mother tongue: **ITALIAN**

Other

languages:

	UNDERSTANDING		ORAL EXPRESSION		WRITING
	Listening	Reading	Oral production	Oral interaction	
ENGLISH	B2	B2	A2	A2	A2
FRENCH	B2	B2	B1	B1	B1
SPANISH	B2	B2	B1	B1	B1

Levels: A1 and A2: Elementary level B1 and B2: Intermediate level C1 and C2: Advanced level

DIGITAL SKILLS

Mastery of the Office package (Word Excel PowerPoint etc.) Independent e-mail management Social Network
Photo and video editing - Good skills in the use of Windows MacOS Android iOS platforms

MORE INFORMATION

DRIVING LICENCE

Driving licence:B

ORGANISATIONAL SKILLS

Organisational and interpersonal skills My work and administrative experiences have enabled me to develop a high aptitude for teamwork, initiative, communication, organisational and decision-making skills. I have a good ability to adapt to work, flexibility and the capacity for theoretical and critical analysis.

I authorise the processing of my personal data in the CV pursuant to Art. 13 Legislative Decree no. 196 of 30 June 2003 - "Personal Data Protection Code" and Art. 13 GDPR 679/16 - "European Personal Data Protection Regulation".

13/01/2023