**Curriculum Vitae**

**Personal information**

Surname / First name : **MITARITONNA LUCREZIA**

Address : 19 Mayıs Mah. Kürkçü Sk. Irı Kaya Apt. Blok no: 3 iç kapı no: 14, Kadıköy, Istanbul

Telephone : 0541 242 79 67

E-mail : **mitalulu@gmail.com**

City : Bari

Country : Italy

Date of birth : 14/04/1974

**Work experience**

Dates : February 2021-2002 **( on going )**

Occupation or position held : **Master Italyan Dili ve Edebiyatı, Tezli Yüksek Lisans Programı**

**( Örgün Öğretim )**

Name and address of employer : **ISTANBUL UNIVERSITESI,** Balabanağa Mah. Ordu Cad. no: 6 Laleli – Fatih, Istanbul

Dates : April 2016 **( on going )**

Occupation or position held : **French and** **Italian teacher L2 ( Edebyat Fakültesi, Fransızca Mütercim-Tercümanlık, Anabilim Dalı )**

Name and address of employer : **ISTANBUL UNIVERSITESI,** Balabanağa Mah. Ordu Cad. no: 6 Laleli – Fatih, Istanbul

Type of business or sector : Classrooms

Dates : March 2016 – March 2016

Occupation or position held : **Italian teacher L2**

Name and address of employer : **KÜLTÜR 2000 KOLEJİ,** Karaağaç Mah., Sırtköy Bulvarı no : 2 Büyükçekmece 34500, Istanbul

Type of business or sector : Classrooms **( Primary school, High school, College )**

Dates : September 2014

Occupation or position held : **Italian and French teacher L2**

Type of business or sector : Private Lessons

Dates : August 2014

Occupation or position held : **Italian teacher L2**

Name and address of employer : **GALATASARAY UNIVERSITESI,** Cırağan Cad. No:36, OrtaKöy 34349, Istanbul

Type of business or sector : Classroom

Dates : March 2013 – August 2014

Occupation or position held : **Italian, French and English teacher L2**

Name and address of employer : **FIRENZE** – Yurtdısı Eğitim, Bağdat Cad. No: 374/5, Şaşkınbakkal - Istanbul

Type of business or sector : Classrooms - Private lessons

Dates : January 2013 – March 2014

Occupation or position held : **Italian, French and English teacher L2**

Name and address of employer : **Dünya Dilleri Merkezi**, Bağdat CaddesiŞubesi, Zümrüt Apt. No: 386 Şaşkınbakkal - Istanbul

Type of business or sector : Classrooms - Private lessons

Dates : October 2012 – February 2014

Occupation or position held : **Italian, French and English teacher L2**

Name and address of employer : **Pozitif Etken Eğitim Danışmanlığı**, Şemsettin Günaltay Cad. No. 252/3 Göztepe - Istanbul

Type of business or sector : Private lessons

Dates : August 2012 – June 2013

Occupation or position held : **Italian, French and English teacher L2,** **interviews in Italian and French languages for PEGASUS staff selection (hostess, stewards)**

Name and address of employer : **AMERIKAN KULTUR** (Yabancı Dil Kursu), Erenköy Mah. Şemsettin Günaltay Cad. No: 109 Kadıköy - Istanbul

Type of business or sector : Classrooms - Private lessons

Dates : 1/06/2012 – 15/06/2012

Occupation or position held : **Call Center Operator ( Internship )**

Main activities and responsibilities : Management of telephone calls for customers information (Italian and French languages)

Name and address of employer : **Arvato Telekomünikasyon Hizmetleri A.Ş.**, Esentepe Mahallesi Talatpaşa Cad., No: 5 Kat 2, 34394 Levent -Istanbul

Type of business or sector : Call Center

Dates : January 2012 – June 2012

Occupation or position held : **Italian teacher L2**

Name and address of employer : **FIRENZE** – Yurtdısı Eğitim, Bağdat Cad. No: 374/5, Şaşkınbakkal - Istanbul

Type of business or sector : Private lessons

Dates : February 2010 – May 2010

Occupation or position held : **Receptionist ( Internship )**

Main activities and responsibilities : Welcoming and checking in guests, checking out leaving guests, hotel booking software (Merlin, Perseo), booking visits to places of interest, ticket sales, distribution of informative and promotional material, management of telephone calls for customers

Name and address of employer :**Grande Jolly spa Nh Marina (4\*\*\*\*)**, via Molo Ponte Calvi, 5 – 16124 Genova, Italy - tel: 010/25391

Type of business or sector : Hospitality

Dates : February 2009 – May 2009

Occupation or position held : **Administrative Agent ( Internship )** - “Leonardo da Vinci Programme”

Main activities and responsibilities : Reception of French and foreign students **( ERASMUS PROGRAMME )**, management of telephone calls, control "Dossier Social Etudiant " (application for students),validation of registration on the website of the "CROUS” for the consultation of housing andjob offers,verification of checks lists and payment

Name and address of employer : **C.R.O.U.S. (Centre Régional Des Oeuvres Universitaires et Scolaires)**, 18 rue du Hamel, 33033 Bordeaux cedex, France - tel: 05.56.33.92.17

Type of business or sector : Public company that provides services to students (scholarships, housing, etc ...)

Dates : January 1993 – October 2005

Occupation or position held : **Secretary Assistant**

Main activities and responsibilities : Management of telephone calls, orders, agenda and travels,correspondence,public relations with customers (suppliers, public)

Type of business or sector : **Family business**

**Education and training**

Dates : 03/01/2022

Title of qualification awarded : **Türkçe Yeterlilik Belgesi, C1, 86.25 puan**

Name and type of organization providing education and training : Istanbul Üniversitesi Dil Merkezi, Kemeraltı Cad. No: 29, Tophane, Istanbul.

Dates : 2005

Title of qualification awarded : **Degree in Foreign Languages and Literatures**

Principal subjects/occupational skills covered : French Language and Literature, Portuguese Language and Literature, Brazilian Literature, African Literature (Portuguese), Italian Literature.

Name and type of organization providing education and training : Università degli Studi di Bari, Italy– Facoltà di Lingue e Letterature Straniere

Level in national or international classification : Degree in Foreign Languages and Literatures

Dates : February 2009 – May 2009

Title of qualification awarded : Attestation de niveau de langue française ( niveau “utilisateur expérimenté” – C2), **Certificate of French Language (Proficient user – C2)**,“Leonardo da Vinci Programme – Progetto di mobilità T.I.P. – Train in Progress”

Principal subjects/occupational skills covered : French Language

Name and type of organization providing education and training : INSUP FORMATION, 37 rue Labottière, 33000 Bordeaux, France - tel: 05.56.01.31.70

Level in national or international classification : Proficient user – C2

Dates: February 2009 – May 2009

Title of qualification awarded : Europass Mobility, **“Leonardo da Vinci Programme** – Progetto di mobilità **T.I.P. – Train in Progress”**

Principal subjects/occupational skills covered : Above-mentioned in work experience

Name and type of organization providing education and training : Provincia di Matera, via Ridola, 60 – 75100 Matera, Italy –tel: 0835/306250

Dates : February 1999 – July 1999

Title of qualification awarded : **“ERASMUSPROGRAMME”**

Principal subjects/occupational skills covered : French Language and Literature

Name and type of organization providing education and training : Université de Paris XII – Val de Marne, Faculté de Lettres et de Sciences Humaines

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| **Personal skills and competences** |  |
| Mother tongue: **ITALIAN** |  |
| Other languages |  |
| *Self-assessment* |  | Understanding | Speaking | Writing |  |
| European level (\*) |  |  Listening |  Reading |  Spoken  interaction |  Spoken  production |
| French  |  | C2 |  Proficient user | C 2 |  Proficient user | C 2 |  Proficient user |  C 2 |  Proficient user | C 2 |  Proficient user |
| English |  | C2 |  Proficient  user | C2 |  Proficient  user | C2 |  Proficient  user | C2 |  Proficient user | C2 |  Proficient  user |
| Turkish |  | C1 |  Indipendent user | C1 |  Indipendent user | C1 |  Indipendent user | C1 |  Indipendent user | C1 |  Indipendent user  |

*(\*)* [*Common European Framework of Reference for Languages*](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en)

**Social skills and competences :** Excellent communication skills with people of different nationalities and cultures through the experiences abroad and through the ongoing relationship with the public in the workplace.

**Organisational skills and competences :** Excellent ability to organize in a precise and self-employment way the work activities.

**Computer skills and competences :** Competent with Word – Excel programmes

**Additional information :** References are available on request

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