



PERSONAL INFORMATION

Name **ALESSIA MOSCA**

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Nationality **ITALIAN**

Date of birth **March 26, 1990**

WORK EXPERIENCE

Currently unemployed.

- Dates (from – to) **September 2018 – March 3, 2020**
- Name and address of employer **H&M Group - Corso Giuseppe Garibaldi 107, 60121, Ancona**
- Type of business or sector **H&M Group store – clothing and accessories**
- Occupation or position held **Sales assistant - Fixed term contract – fashion industry, renewed with an on-call contract**
- Main activities and responsibilities **Advising and assisting costumers, replenishing stock on shelves, maintaining storefront and visual merchandising conditions, cashier**

- Dates (from – to) **July 2017 – January 31, 2018**

- Name and address of employer **Primadonna Collection - Via Scataglini 6, 60131, Ancona**
- Type of business or sector **Primadonna Collection store – shoes and accessories**
- Occupation or position held **Sales assistant - Fixed term contract – fashion industry**
 - Main activities and responsibilities **Advising and assisting costumers, replenishing stock on shelves, maintaining storefront and visual merchandising conditions, cashier**
- Dates (from – to) **July 2017**
- Name and address of employer **Pittarello Mega Shop Osimo – Via Achille Grandi, 60027 Osimo (AN)**
- Type of business or sector **Pittarello store – shoes and accessories**
- Occupation or position held **Sales assistant – Fixed term contract – fashion industry**
 - Main activities and responsibilities **Advising and assisting costumers, replenishing stock on shelves, maintaining storefront and visual merchandising conditions, cashier**
- Dates (from – to) **July 2017**
- Name and address of employer **Zara - Corso Garibaldi, 59, 60121 Ancona**
- Type of business or sector **Zara store – clothing and accessories**
- Occupation or position held **Sales assistant – Fixed term contract – fashion industry**
 - Main activities and responsibilities **Advising and assisting costumers, replenishing stock on shelves, maintaining storefront and visual merchandising conditions, cashier**
- Dates (from – to) **March - May 2016**
- Name and address of employer **Bar “la Rotonda” Molo Nord | Arco Clementino, 60121, Ancona**
- Type of business or sector **Restaurant/café – Catering industry**
- Occupation or position held **Waitress – Fixed term contract**
 - Main activities and responsibilities **Setting up dining area, preparing and cleaning tables, welcoming and seating guests, advising them on the right choice of drinks, serving food/beverages at the restaurant and at the bar**
- Dates (from – to) **January 2012 - February 2016**
- Name and address of employer **Rilli Marco - 68, Via Grandi Achille, Ancona**
- Type of business or sector **Tavola Calda Board Shop– Clothing, accessories and boards store.**
- Occupation or position held **Sales assistant - Supplementary employment – Sales industry**
 - Main activities and responsibilities **Advising and assisting costumers, replenishing stock on shelves, maintaining storefront and visual merchandising conditions, cashier**
- Dates (from – to) **September 2010 - September 2011**
- Name and address of employer **Mosca Dott. Enzo Via Marsala 19, 60121, Ancona**
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- Type of business or sector **Dental clinic – healthcare sector**

- Occupation or position held
- Main activities and responsibilities

Dental assistant - Fixed term contract

Welcoming patients, assisting the dentist at their post, filing out clinical documents and secretarial work

EDUCATION AND TRAINING

<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects / occupational skills covered • Title of qualification awarded 	<p>November 2020 – November 2021 (final exam December 2-3, 2021)</p> <p>ASO course – Dental Assistant Studies (n.1017458, IV ed) authorised by the Italian region Marche (DDPF. N. 1769 del 21//11/2019) 310 in class hours and 4004 internship hours</p> <p>Chemistry, biochemistry and microbiology fundamentals; stomatognathic system physiology; dentistry assistance techniques; ethical and socio-psychological competences; hygiene and sterilization fundamentals; safety; sanitization and first response; radiology and radiation protection fundamentals; diagnostic technical skills; administrative and accounting skills; healthcare legislation.</p> <p>Dental Assistant</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Title of qualification awarded 	<p>2013</p> <p>Attendance of Undergraduate Degree “Food Sciences and Technologies” from Dipartimento di Scienze Agrarie, Alimentari ed Ambientali – Università Politecnica delle Marche Via Bressana Bottarone 40, 60124 Ancona</p> <p>N/A (Course suspended halfway through)</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects / occupational skills covered • Title of qualification awarded 	<p>In 2010</p> <p>Istituto Istruzione Superiore Vanvitelli-Stracca-Angelini - Via Umberto Trevi 4, 60127, Ancona</p> <p>Specialized in Biological studies</p> <p>High School Diploma – score 66/100</p>

PERSONAL SKILLS

Acquired in the course of life and career but not necessarily covered by official certificates and diplomas.

- January 27-28, 2020 Fire and Safety Training course – 8 hours, organized by Tecnicos s.a.s., certification received on 01/28/2020.**
- 9-10 January 2020 First Aid Training course– 12 hours, organized by Tecnicos s.a.s., certification received on 01/10/2020.**
- In 2018 Online Health & Safety Manager Training course (Italian: RSPP, RLS), and Privacy Training course organized by H&M Group**
- In 2006/2007 Peer Educator Training course in Istituto Superiore Vanvitelli-Stracca-Angelini di Ancona, with final award ceremony**

ITALIAN

ENGLISH

SPANISH

- Reading skills
- Writing skills

BASIC

BASIC

BASIC

BASIC

MOTHER TONGUE

OTHER LANGUAGES

**SOCIAL SKILLS AND
COMPETENCES**

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Optimal teamworking skills, acquired from working in various industries and practising diverse sporting activities.

Volleyball at a competitive level from 2003 to 2005

Aerobics in 2007

Fit-Box in 2008

Swimming, scuba diving and different gym classes from 2009 onwards.

**ORGANISATIONAL SKILLS
AND COMPETENCES**

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc..

Strong organizational skills developed while organizing events.

Trips abroad: England, France, Spain, Iceland, Portugal, The Netherlands.

From 2013 to 2016 voluntary work at “La carovana” non-profit organization, in Ancona.

**TECHNICAL SKILLS AND
COMPETENCES**

With computers, specific kinds of equipment, machinery, etc..

Good knowledge of Microsoft Office suite (*Word, Excel, Power Point...*), Internet and e-mails.

Excellent use of graphic tablets.

**ARTISTIC SKILLS AND
COMPETENCES**

Music, writing, design, etc.

Passionate about free hand drawing, love of photography and amateur video maker.

In December 2017 casual make-up artist for the cast of the show “Jack and the Nightmare before Christmas” at the theatre *La nuova Fenice*, Osimo (AN) and in March 2018 at the theatre *Alighieri*, Ravenna (RA), creating original masks for some of the fictional characters.

In 2005 Theatre workshop in Domenico Savio Primary School, Ancona

**OTHER SKILLS AND
COMPETENCES**

Competences not mentioned above.

In 2011 Radio frequency course attendance and certification, organized by Dermal Medical Company, Bologna.

DRIVING LICENCE(S)

Italian B

ADDITIONAL INFORMATION

Animal lover, available for pet sitting for friends and acquaintances

ANNEXES

Ancona, 05/15/2022

Alessia Mosca