



Iris Capici

📍 **Home** : Via dei Vulcanelli 4 , 93100, Caltanissetta , Italy

✉ **Email**: iris.capici0708@gmail.com 📞 **Phone**: (+39) 3493812275

Gender: Female **Date of birth**: 07/08/2002 **Nationality**: Italian

ABOUT ME

I am a student of Modern Languages and Cultures, known for being enterprising and determined. I have the ability to learn quickly, work well in teams, and carry out assigned tasks with precision and proactivity. I excel at cultivating constructive interpersonal relationships in order to achieve project objectives, solve complex problems, and develop innovative improvement strategies. I have excellent communication skills and a strong command of foreign languages.

WORK EXPERIENCE

[22/09/2021 – 03/03/2022]

Theatre Hostess

"Regina Margherita" Theatre

City: Caltanissetta

Country: Italy

My main responsibility was to assist and guide audience members in a theater or performance venue. I greeted attendees, helped them find their seats, and provided information about the venue. During performances, I enforced theater policies and managed traffic flow. Additionally, I maintained the cleanliness and orderliness of the theater, ensuring a pleasant environment for theatergoers. My goal was to create a positive and organized experience, making sure that patrons felt welcome and well-cared for throughout their time at the theater.

[12/07/2022 – 12/01/2023]

Accounting Assistant

G3 Hospitality

City: Mellieha

Country: Malta

As an accounting assistant in a hotel, I supported the accounting department by recording and processing financial transactions, maintaining records, and preparing reports. I verified invoices, processed payments. Accuracy and attention to detail were essential in ensuring the accuracy of financial data. Additionally, I performed administrative tasks such as organizing files and providing general support. With my expertise in accounting software, I efficiently managed tasks. Overall, my role contributed to the financial well-being of the hotel while supporting the accounting team.

[01/02/2023 – 01/05/2023]

Junior Finance Executive

G3 Hospitality

City: Mellieha

Country: Malta

As a Junior Finance Executive in a hotel, I assisted with financial tasks, maintained records, processed invoices, I did tour operator daily billing and supported budgeting. I ensured compliance and contributed to the smooth operation of financial processes.

[10/05/2023 – Current]

Human Resources

City: Mosta

Country: Malta

As an HR professional in a recruitment agency, my role involves sourcing, screening, and onboarding candidates for client organizations.

EDUCATION AND TRAINING

[14/09/2017 – 25/06/2021]

Upper Secondary Education Diploma-Licei

I.I.S.S LUIGI RUSSO

City: Caltanissetta

Country: Italy

[10/2021 – Current]

Modern Languages and Cultures

"Kore" University

City: Enna

Country: Italy

LANGUAGE SKILLS

Mother tongue(s): Italian

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

French

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Spanish

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Excellent command of Microsoft Office (Word, Excel, Outlook) | SAGE Evolution | Operating Hotel Software: Brilliant & Rezeasy | Microsoft Office (Ms Word, Excel, Access, Powerpoint, Project and Outlook) | Use of various browsers (Google Chrome, Safari, Firefox,...) | Social Media Ads (Facebook, Instagram, Twitter, LinkedIn) | Use of communication programs (Mail, Google Meet, Zoom, Skype) Use of Email (Yahoo Mail, Gmail)

VOLUNTEERING

[2019 – Current]

Red Cross Volunteer CROCE ROSSA ITALIANA- Caltanissetta

Red Cross Volunteer engaged in social welfare activities, in health transport and in assistance, containment and management of the epidemiological emergency of COVID-19.

CERTIFICATIONS

[Current] **French Diploma- EsaBac**

[Current] **French Certification- Delf B2**

[Current] **English Certification- Cambridge B2**

I authorize the processing of my personal data pursuant to Legislative Decree 30 June 2003, n. 196 "Personal data protection code". The undersigned, aware that - pursuant to art. 76 of the Presidential Decree 445/2000 - false statements, false documents and the use of false documents are punished under the penal code and special laws, declares that the information is true

