

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Octavio Shmone**
Address Newton Street , 143 London (UK)
Mobile 454654564
E-mail(s) octavio.shmone88@gmail.com
Nationality American
Date of birth 29/02/1982
Gender Male

Work experience

Dates	10/09/2010 - 15/09/2013
Occupation or position held	Receptionist
Main activities and responsibilities	Reception responsible, back/front office management, bookings and payments
Name and address of employer	Hotel "Magical" Da Vinci, 20 Florida (London) (UK)
Type of business or sector	Turism
Dates	04/07/2010 - 10/09/2010
Occupation or position held	Receptionist
Main activities and responsibilities	Reception responsible, back/front office management, bookings and payments
Name and address of employer	Hotel "Leonardo" Galileo, 20 London (UK)
Type of business or sector	Turism
Dates	04/04/2009 - 04/08/2009
Occupation or position held	General affairs cooperater
Main activities and responsibilities	General Affairs, Foreign relationships manager, translation of any kind of documents like e-mails and more
Name and address of employer	SGM Medical Instruments Einstein,5, Texas (UK)
Type of business or sector	Medical sector

Education and training

Dates 15/11/2006 - 27/10/2008
Title of qualification awarded M.A. IN TURIST AND LANGUAGES
Principal subjects / occupational skills covered Languages, literatures
Name and type of organisation providing education and training University of London
King George, 810 (London) (UK)
Level in national or international classification 110/110

Dates 15/10/2001 - 16/11/2005
 Title of qualification awarded B.A. IN LANGUAGES AND MODERN CULTURES
 Principal subjects / occupational skills covered Foreign languages, literatures and translation
 Name and type of organisation providing education and training University of Calabria
 Queen Elizabeth, 100 Liverpool (UK)
 Level in national or international classification 102/110

Dates 10/09/1996 - 03/07/2001
 Title of qualification awarded High school degree of Languages
 Principal subjects / occupational skills covered Languages, Literatures, psychology
 Name and type of organisation providing education and training Istituto Italiano Europa
 Pio XII, 3, 803 (Manchester) (UK)
 Level in national or international classification 94/100

Training experiences Campus Mentis: educational experience promoted by the Italian Government in order to create a relationship between graduates and companies.

Personal skills and competences

Mother tongue(s) **English**

Other language(s)

Self-assessment
 European level (*)

Italian
Spanish / Castilian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Ability of team working developed in different situations with different kind of professional figures
 Organisational skills and competences Abilities of working with customers
 Computer skills and competences Competent with most Microsoft Office programmes, internet, e-mail and more
 Other skills and competences Personal interests: reading, writing, music, art. Love to travel and experience different cultures
 Driving licence(s) B

Additional information

Abroad:
 Erasmus Programme: Zaragoza (Spain) 6 months lasting
 Personal studies at the Italian Academy for foreigners in Verona (Italy)
 Cultural experiences travelling through Europe (Italy, Spain, Belgium)

Signature *Octavio Shmone*