



Paola Di Grazia

Nationality: Italian **Date of birth:** 13/08/2004 **Gender:** Female

Phone number: (+39) 3926157354 **Email address:** paola04dg@gmail.com

LinkedIn: <https://www.linkedin.com/in/paola-di-grazia-974b6126b/>

Home: Via Casale dei greci n. 46, 95031 Adrano (Italy)

ABOUT ME

I am a very determined girl, I try to see an opportunity in difficulties and I like healthy competition. I participated with my school team in many Debate competitions, with which I was able to learn "life skills", such as problem solving, critical thinking, effective communication, interpersonal skills and stress management. I am, moreover, a girl attentive to deadlines and details and I am able to work in a team, helping with my skills. I aspire to become an electronic engineer.

EDUCATION AND TRAINING

Electronic Technical Expert Diploma

I.T. "Archimede" [2018 – Current]

Address: Viale Regina Margherita, 22, 95100 Catania (Italy)

LANGUAGE SKILLS

Mother tongue(s): **Italian**

Other language(s):

English

LISTENING B1 **READING** B2 **WRITING** B1

SPOKEN PRODUCTION B1 **SPOKEN INTERACTION** B1

DIGITAL SKILLS

Arduino Microcontroller Programming / GoogleChrome / Mastery of the Office package (Word, Excel, PowerPoint) / Independent Management of E-mail / Windows

PERSONAL SKILLS

Problem solving

I am able to find a solution in a short time to problems complex, both in the workplace and in the family.

Leadership

I am able to take a leading role in a group, acting as a point of reference, and organize and divide the parts of the project to be done.

Time Management

I can perfectly organize the work to be done in the time given to me, respecting the deadlines.

Adaptability

Ability to adapt to rapidly changing situation, both in work and in life.

CERTIFICATIONS

Miur cetificate: Safety at work

Knowledge of PPE and of the figures who deal with safety within a agency

Trinity Course B1 (Grade 6)

[2022]

Trinity Course B2 (Grade 7)

[2023 – Current]

ECDL computer licence

[2021 – Current]

Certificate of participation in the Debate Italian Youth Campionship

[2022]

Certificate of scholastic Orientation

Development of communication skills and trasmission of school experience

DRIVING LICENCE

Driving Licence: B 03/11/2022

HOBBIES AND INTERESTS

Hobbies

1. Read
2. Listen to music
3. Playing a musical instrument (transvert flute)