

PERSONAL INFORMATION

Lei He

 Corso Martiri della Liberta 38, 95131 Catania (Italy)

 3663510242

 271471908he@gmail.com

Sex Male | Date of birth 16/06/2000 | Nationality Chinese

STUDIES APPLIED FOR

High school diploma in computer science

WORK EXPERIENCE

15/06/2019–29/07/2019

Cashier

Etna shop, Giarre (Italy)

- Management of payments
- Management of exchanges and returns
- Providing after-sales services

EDUCATION AND TRAINING

2015–2020

High school diploma in computer science

Istituto Tecnico Archimede, Catania (Italy)

05/2018

Cambridge Preliminary English Test (PET)

Cambridge Assessment English, Catania (Italy)

CEFR livello B1

15/01/2018–19/01/2018

Certification CISCO IT Essentials

Cisco Networking Academy, Catania (Italy)

PERSONAL SKILLS

Mother tongue(s)

Chinese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C1	C1	C1	C1	C1
Japanese	B2	B2	C1	B2	B1
English	B1	B2	B1	B1	B2
PET, CEFR livello B1					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- Good communication and negotiation skills acquired thanks to my work experience as a cashier at Etna Shop, a big supermarket that sells household goods and clothing
- Ability to communicate with others to work as a team
- Ability to build trust and empathize

- Ability to express and understand different points of view
- Ability to motivate others and value their ideas
- Ability to express experiences and emotions with empathy

Organisational / managerial skills

- Ability to manage time and information effectively
- Ability to manage my learning and my career
- Ability to work collaboratively
- Ability to reflect on myself and on my attitudes
- Ability to concentrate, to reflect critically and to make decisions
- Strategic thinking and problem solving ability

Job-related skills

- Good knowledge about:
- Programming languages : C++, Java
 - Website markup language HTML
 - Style sheet language CSS
 - Database management languages : PHP, SQL

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

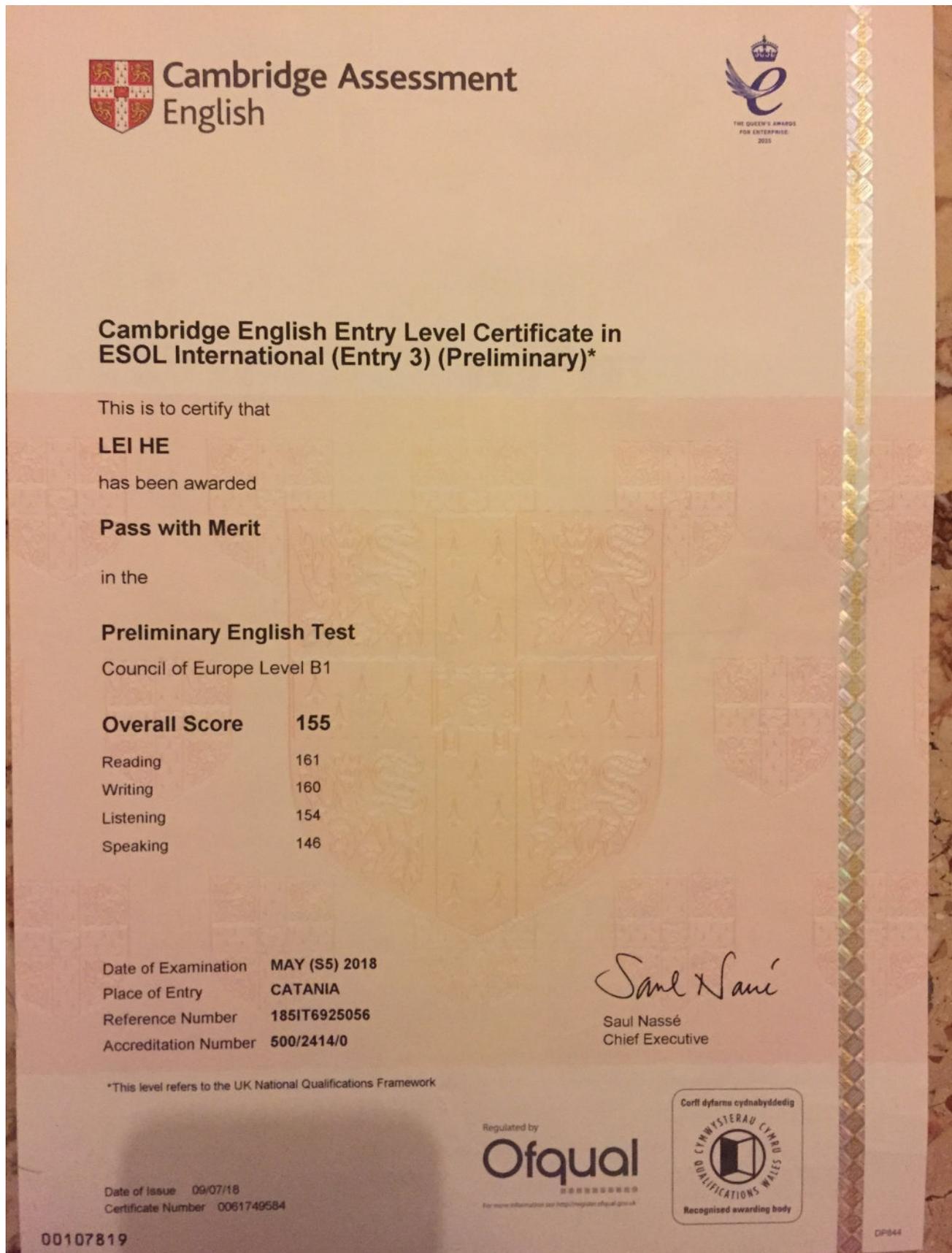
Driving licence

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ATTACHMENTS

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- Certification_Cisco_IT_Essentials.JPG

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Cisco Networking Academy
Mind Wide Open



Certificato di completamento del corso

IT Essentials

Durante il corso Cisco Networking Academy®, tenuto dal sottoscritto istruttore, lo studente è stato in grado di svolgere con competenza le seguenti attività:

- Scegliere i componenti appropriati per costruire, riparare o aggiornare i personal computer.
- Spiegare come utilizzare in maniera corretta gli strumenti e come lavorare in modo sicuro in laboratorio.
- Installare i componenti per costruire, riparare o aggiornare i personal computer.
- Spiegare come effettuare la manutenzione preventiva e il troubleshooting dei personal computer.
- Installare i sistemi operativi Windows.
- Eseguire la gestione e la manutenzione dei sistemi operativi Windows.
- Configurare i computer per la comunicazione in rete.
- Configurare i dispositivi per la connessione a Internet e ai servizi cloud.
- Spiegare come utilizzare, configurare e gestire i laptop e i dispositivi mobili.
- Spiegare come configurare, proteggere e fare troubleshooting di sistemi operativi mobili, Mac e Linux.
- Installare e condividere una stampante per soddisfare le richieste del cliente.
- Implementare la sicurezza di base per host, dati e rete.
- Illustrare i ruoli e le responsabilità del professionista IT.
- Eseguire troubleshooting hardware e software più complesso.

Lei He

Studente

ITIS Archimede

Nome dell'istituto

Italy

Luogo

Andrea Mola

Istruttore



May 31, 2018

Data

Firma dell'istruttore

