



21/05/ 1992

« If you want to go fast, go alone.
If you want to go far, go together»

LANGUAGES

Italiano : L1
English : B2/C1
Français : A2/B1
Deutsch : A1/A2

SOFTWARES

Office (Word, Excel,
PowerPoint)

Adobe (Illustrator,
Photoshop, Indesign)

CERTIFICATES

Firefighting

Basic First-Aid

** STCW - Safety &
Security Training for
maritimes



LinkedIn

SILENZI MARIA

mariasilenzi@hotmail.it +39 3398716093

61 Via Circonvallazione, Monte San Giusto 62015 Italy

CV Website



SOFT SKILLS

Independent and
Quick Learner



Self-driven but
Team Player

Time and
Resources-Saver



Accurate and
Reliable

MY PROFILE

I firmly believe that my life goal to always improve and learn, my accommodating, helpful and flexible nature, innate commitment, prior hard and soft skills will allow me to fit into any work environment and support the needs of the organisation immediately. As a curious individual, I am not afraid to ask if I do not know something, plus I am extremely interested in new challenges – all over the world !

EDUCATION AND TRAINING

- May 2023 **HUMANITARIAN AID VOLUNTEER TRAINING**
PuntoSud Academy, Lattanzio KIBS – Milan, Italy
https://youth.europa.eu/solidarity/young-people/volunteering-humanitarian-aid_en
- Nov 2020 **HOSPITALITY MANAGEMENT 5th EQF**
ITS Turismo Marche – Fano, Italy
<https://www.itsurismomarche.it/formazione/>
- Jul – 2022
- Oct - Dec 2021 **EURO-PM AND PROJECT MANAGEMENT**
Challenge Network – Rome, Italy – 216 h
<https://www.challengenetwork.it/corsi/proclass/>
- Mar – Jun 2021 **HUMAN RESOURCES RECRUITMENT**
Divulgation Dinamica S.L. – e-learning 200 h
<https://www.divulgationedinamica.it/>
- Apr – Aug 2020 **INTERCULTURAL MEDIATOR**
Divulgation Dinamica S.L. – e-learning 150 h
- 2015 – 19 **FASHION DESIGN**
Academy of Fine Arts – Macerata, Italy
MASTER'S degree + ERASMUS (Estonia)
2012 – 15 **BACHELOR'S degree + ERASMUS (Romania)**
<https://www.abamc.it/offertaformativa>
- Oct - Dec 2018 **HOSPITALITY OPERATOR onboard cruise ships**
Assindustria Consulting / CPI - Pesaro, Italy
Costa Crociere **

WORK EXPERIENCE

- Jan – May 2023 **ONSITE* CENSUS TAKER** of private/public buildings
Arqi Project Srls – Rome, Italy (remote, *across the Marche region)
- FASHION / COSTUME / VISUAL DESIGNER**
 - (fashion) **Pelletteria Flora (UPGRAPE) – Tolentino, Italy**
 - (visual) **Progetto Infissi – Civitanova Marche, Italy**
 - (costume) **Arena Sferisterio Association – Macerata, Italy**
 - (fashion) **Zeis Excelsa S.p.A. – Montegranaro, Italy**
- INTERNET ADS / AI EVALUATOR** (remote, part-time/occasional)
Telus International; Tryber; Neevo; TransPerfect
- HOSPITALITY OPERATOR**
 - (hotel) **Hotel 3* La Rosa dei Venti – Monte San Giusto, Italy**
 - (event) **The Floating Piers – Pilzone d'Iseo, Italy**
- VISUAL MERCHANDISER and SHOP ASSISTANT**
 - **Serengeti Park – Hohenhausen, Germany**
 - **PULL&BEAR – Civitanova Marche, Italy**
- HOUSEKEEPER / WAITRESS**
 - (hotel) **Hotel 5* La Maiena Meran Resort – Merano, Italy**
 - (banks) **GEMINI S.r.l. occasional**
 - (gala) **LUBE cucine – Treia, Italy**

EUROPASS CURRICULUM VITAE



My online cv-website:

<https://mariasilenzi.wixsite.com/curriculumvitae>

LinkedIn: <https://www.linkedin.com/in/maria-silenzi-802722b1/>

PERSONAL INFORMATION

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|----------------------|--|
| Surname / First Name | SILENZI MARIA |
| Address | 61 VIA CIRCONVALLAZIONE, 62015, MONTE SAN GIUSTO (MC) ITALY |
| Mobile/Whatsapp | +39 3398716093 |
| E-mail | mariasilenzi@hotmail.it / mariasilenzi_pec@postecert.it |
| Nationality | ITALIAN |
| Date of birth | 21/05/1992 |

WORK EXPERIENCE

| | |
|-------------------------------------|---|
| January 2023 – May 2023 | CENSUS TAKER OF PRIVATE/PUBLIC BUILDINGS Arqi Project Srls – Rome, Italy (remote job across the Marche region) <ul style="list-style-type: none">▪ on-site census data review for Optical Fiber Splitters installation projects |
| December 2022 | BAG DESIGNER FOR 'UPGRAPE' – A SUSTAINABLE FASHION PROJECT Pelletteria Flora - Tolentino, Italy https://upgrape.eu/ ▪ market analysis, coolhunting, design of a capsule-collection |
| February 2021 – October 2022 | INTERNET ADS / AI EVALUATOR Telus International; Tryber; Neevo; TransPerfect (remote, free schedule, freelance, part-time/projects, occasional job) <ul style="list-style-type: none">▪ internet advertisements evaluation, activities for artificial intelligence improvement |
| August 2021 | HOTEL HOUSEKEEPER Hotel 5* La Maiena Meran Resort – Marlengo (Merano), Italy <ul style="list-style-type: none">▪ rooms and public areas (spa, pool, dining hall, bar, reception) cleaning |
| April – June 2021 | RECEPTIONIST (CURRICULAR INTERNSHIP) Hotel*** La Rosa Dei Venti – Monte San Giusto, Italy <ul style="list-style-type: none">▪ front desk activities and occasionally help during breakfast/dinner service |
| April – November 2019 | VISUAL MERCHANDISER AND SHOP ASSISTANT Serengeti Park, Hodenhagen, Germany https://www.serengeti-park.de/en/ ▪ customer care, stock control, store and management, cash and card payments processing, visual merchandising |
| May – June 2018 | COSTUME DESIGNER INTERN Estonian National Opera - Tallinn, Estonia https://opera.ee/en/ ▪ varied creative/artistic activities at the Costume Department of the Estonian National Opera Theatre |

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|------------------------------------|---|
| October 2016 – August 2017 | COSTUME DESIGNER Ass. Arena Sferisterio di Macerata – MC, Italy https://www.sferisterio.it/cosa-vedere/lauro-rossi ▪ designer (from drawings to production) for the performance “Shi-si faccia”, at Lauro Rossi Theater |
| July – October 2016 | FOOTWEAR DESIGNER – STYLIST Zeis Excelsa S.p.A. – Bikkembergs, Cult, Docksteps – Montegranaro, Italy http://www.zeisexcelsa.it/ ▪ style department, footwear designer, coolhunter |
| June - July 2016 | HOSPITALITY OPERATOR AND MONITOR WITH FIRE-FIGHTING DUTY The Floating Piers, Via Caproni 620, Pilzone d'Iseo – Italy ▪ Hospitality operator and Monitor with fire-fighting duty on the pier, on boat or on shore during the artistic installation of the artist Christo (Lake Iseo) |
| May 2016 | SHOP ASSISTANT administrator OpenjobMetis S.p.A./ user PULL&BEAR, at Shopping Mall “Cuore dell’Adriatico”, Civitanova Marche, Italy |
| July - August 2015/2017 | CLEANING LADY FOR INDUSTRY administrator Adecco Italia S.p.A./user GEMINI S.r.L., ▪ occasional cleaning lady at the branch of Veneto Bank, Monte San Giusto, Italy |
| January – December 2015 | WEDDING DRESS DESIGNER (freelance) BLU MAISON – Montegranaro, Italy ▪ sketcher and designer |
| August 2014 | WEITRESS LUBE cucine – Treia, Italy ▪ (gala dinner) tables and buffet supervisor |
| October 2013 - January 2014 | WINDOW DRESSER / VISUAL MERCHANDISER Castellani Lucia Pelletterie - Civitanova Marche, Italy ▪ freelance, cool hunter and buyer |

EDUCATION AND TRAINING

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|----------------------------------|---|
| May 2023 | TRAINING FOR CANDIDATES OF THE EUROPEAN SOLIDARITY CORPS PuntoSud Academy, Lattanzio KIBS S.p.A. - Milan, Italy <i>The training consisted of an online training, a selective online test and a face-to-face training of 5 days. Learning content (theoretical lessons + role plays):</i> ▪ Act as a H.A. volunteer, building on the overall (including legal and ethical) framework of humanitarian and development aid ▪ Role and responsibilities of EU and non-EU stakeholders in the aid system ▪ Team project in a hosting organisation (roles and functions) ▪ Communication styles in different cultural environments and risks mitigation to personal safety and security ▪ Crosscutting issues (protection, climate change, inclusion, gender etc.). |
| November 2020 – July 2022 | HOSPITALITY MANAGEMENT 5th EQF level Diploma (100/100) ITS Turismo Marche – Fano, Italy https://www.itsturismomarche.it/formazione/ <i>Learning content:</i> ▪ 900 hours of class/laboratory*, 450 hours of internship, 450 hours of project work**. *Modules: ▪ European, National and Regional tourism legislation ▪ Revenue Management, Business Economics and Project Management ▪ Human Resources, Administration and Budgeting ▪ Sales & Marketing, Web & Social Media Marketing ▪ Customer Relationship Management, Business English and German ▪ Event Planning Management ▪ TO and OTA, Destination Management ▪ F&B, HK overview + Safety in the workplace (Italian Dlgs) **Project Work: “The feasibility study for the realization of a receptive extra-hotel structure (Bike friendly B&B)” |

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|--------------------------------|---|
| October – December 2021 | EURO-PM AND PROJECT MANAGEMENT certificate <i>E-Learning 216 hours course by Challenge Network - 00187 Roma, Italy</i> https://www.challengenetwork.it/corsi/proclass/ <i>Learning content:</i> ▪ European institutions - funds - calls ▪ Redaction of technical documents ▪ Team-work in drafting pre-proposals ▪ PM basics ▪ Safety in the workplace (Italian Dlgs). |
| March – June 2021 | HUMAN RESOURCES SELECTION certificate <i>E-Learning 200 hours course by Divulgazione Dinamica (Divulgation Dinamica S.L.)</i> https://www.divulgazionedinamica.it/ <i>Learning content (3 modules):</i> ▪ “The human resource selection process” ▪ “Evaluations and decisions in the selection of human resources” ▪ “The selection of human resources and new technologies” |
| April – August 2020 | INTERCULTURAL MEDIATOR certificate <i>E-Learning 150 hours course by Divulgazione Dinamica (Divulgation Dinamica S.L.)</i> https://www.divulgazionedinamica.it/ <i>Learning content (5 modules):</i> ▪ “Conflict prevention” ▪ “Conflict resolution” ▪ “Mediation: techniques and tools” ▪ “Multicultural management in the company” ▪ “Evaluation of mediation” |
| October 2015 – February 2019 | FASHION DESIGN Post graduate Master's Degree (110/110) Academy of Fine Arts of Macerata - Via Berardi 6, 62100 Macerata, Italy https://www.abamc.it/offertaformativa/fashion-design-per-l-impresa |
| October – December 2018 | HOSPITALITY OPERATOR onboard cruise ships Costa Crociere & Assindustria Consulting / CPI - Pesaro, Italy <i>Learning content: Professional training, (Basic) German lessons and I got several certificates in Fire fighting, First Aid, Safety, Security + duties, Survival, Training pax ship</i> |
| January – July 2018 | [II] ERASMUS+ (Faculty of Design and Faculty of Fine Arts – BA/MA) EKA (Estonian Academy of Arts) - Estonia puistee 7, 10143 Tallinn, Estonia https://www.artun.ee/en/academy/faculties/faculty-of-design/ ▪ extra classes + internship at Estonian National Opera |
| September – December 2014 | Curricular Internship as Stylist TOD'S S.p.A. Via Filippo della Valle, 1, 63811 Sant'Elpidio a Mare, Italy ▪ FAY office, technical data sheets ▪ CAD office |
| January – June 2014 | [I] ERASMUS+ (Fashion Design – BA) UAD (Universitatea de Artă și Design) - Pta. Unirii nr. 31, 400098, Cluj-Napoca, Romania http://www.uad.ro/programe_studii/licenta/moda_design_vestimentar/ |
| September 2012 – December 2015 | FASHION DESIGN Bachelor's Degree (109/110) Academy of Fine Arts of Macerata - Via Berardi 6, 62100 Macerata, Italy https://www.abamc.it/offertaformativa/fashion-design |
| 2006 – 2011 | Scientific High school diploma, specialising in Foreign Language (English, French) Senior high school “G. Galilei” - Via Alessandro Manzoni, 95, 62100 Macerata, Italy |
| PERSONAL SKILLS | |
| MOTHERTONGUE | ITALIAN |

CAMBRIDGE CERTIFICATE<http://cla.unimc.it>**ENGLISH**

| Reading | Writing | Speaking |
|---------|---------|----------|
| B2 | B2 | C1 |

CERTIFICATE OF ATTENDANCE**FRANÇAIS**

| Reading | Writing | Speaking |
|---------|---------|----------|
| B2 | A2/B1 | A2 |

CERTIFICATE OF ATTENDANCE<https://www.komalingua.com/en>**DEUTSCH**

| Reading | Writing | Speaking |
|---------|---------|----------|
| A1/A2 | A1 | A1 |

INTERPERSONAL SKILLS

ACCOMMODATING, GOOD MANNERED, RESPECTFUL, DISCREET, FLEXIBLE, CURIOUS BUT NOT MEDDLING, PRO INTERCULTURAL EXCHANGE, COLLABORATIVE, VOLUNTEERING, SOCIAL CARE (CHILDREN AND ELDERLY PEOPLE ASSISTANCE EXPERIENCE)

**ORGANISATIONAL /
MANAGERIAL SKILLS**

INDEPENDENT, QUICK LEARNER, SELF-DRIVEN, TEAM PLAYER, RELIABLE, ACCURATE, GOOD ORGANISATIONAL SKILLS, SOME EXPERIENCE IN MANAGEMENT OF PROJECTS/WORKING GROUPS, TIME AND RESOURCES SAVING, ATTITUDE IN PROBLEM SOLVING

DIGITAL SKILLS

- BROWSING AND WEB SEARCHING, SOCIAL NETWORKING,
- SOFTWARE'S:

| INTERMEDIATE/ADVANCED LEVEL: | BASIC LEVEL: |
|--|----------------------|
| - (OFFICE) WORD, POWER POINT | - (OFFICE) EXCEL |
| - (ADOBE) PHOTOSHOP, ILLUSTRATOR, INDESIGN | - (AUTODESK) AUTOCAD |
| | - MARVELOUS DESIGNER |

ARTISTIC SKILLS

AS DESIGNER: RESEARCH AND DESIGN OF MATERIALS, BASIC SKILLS IN MODELLING AND DRESSMAKING, COOL HUNTING, GOOD AT ECONOMIZING RESOURCES
AS VISUAL MERCHANDISER AND SHOP ASSISTANT: CUSTOMER CARE, STOCK CONTROL AND MANAGEMENT, CASH AND CARD PAYMENTS, VISUAL MERCHANDISING

DRIVING LICENCE**B****ADDITIONAL INFORMATION**

- April - July 2022: PROJECT WORK "The feasibility study for the realization of a receptive extra-hotel structure (Bike friendly B&B)"

Publications/
Presentations/
Projects/
Conferences/
Seminars/
Honours and awards/
Memberships/
References/

In collaboration with the Cultural Association "Mentezero":

- July 2016: Emerging Designer at Biennale of Venice Exhibition – San Servolo, Venice, Italy.
- October 2015: FASHION SHOW "GAMES WEEK" at FieraMilanoCity – Milan, Italy (https://www.youtube.com/watch?v=0i0S_3DpZ3I&feature=youtu.be) .
Business: Teamwork help coordinator, co-chief searcher and buyer of fabrics and materials, designer - seamstress and pattern maker of one of the dresses shown, photographic stylist.

- September 2015: first on merit (fashion design) ranking of Cultural Association "Mentezero" (<http://www.mentezero.it/>)

In compliance with the Italian legislative Decree no. 196 dated 30/06/2003, I hereby authorize you to use and process my personal details contained in this document.

signature _____

ANNEXES

- LANGUAGE CERTIFICATES (ENGLISH, DEUTSCH, FRANÇAIS)
- DIPLOMAS: HOSPITALITY MANAGEMENT ; ONBOARD CRUISE SHIPS HOSPITALITY SERVICE SPECIALIST ; FASHION DESIGN BA+MA
- OTHER CERTIFICATES: HUMANITARIAN AID VOLUNTEERING FACE-TO-FACE TRAINING, EURO-PM AND PROJECT MANAGEMENT , HUMAN RESOURCES SELECTION, INTERCULTURAL MEDIATOR
- STCW BASIC SAFETY CERTIFICATES FOR MARITIMES:
 - BASIC SAFETY CERTIFICATE FOR ALL (PST, FF, PSSR, FIRST AID)
 - SECURITY AWARENESS OR DESIGNATED SECURITY DUTIES FOR ALL
 - CROWD MANAGEMENT AND DIRECT SERVICE TO PASSENGERS AT PASSENGERS SPACE FOR ALL
 - SURVIVAL CRAFT