

CURRICULUM VITAE



PERSONAL INFORMATION

Name and Surname Roberta Camilleri

Address

Cell

Email

Nationality

Date of Birth

Work Experience

Dates October 2017 – to date

Self Employed English Teacher

As an English native speaker I started running my own private playgroups in October 2017. These playgroups consist in little groups of kindergarten age children that are accompanied by a parent or guardian. The playgroups are meant for children to start familiarizing with the English Language mainly through music and play. I also organize private courses for primary classes, teenagers and adults. In 2018 I started running English playgroup projects in both nurseries and kindergarten schools including public ones in my home town but since 2021 I started working in a private kindergarten school on a daily basis. In 2022 I started teaching English in grade 1 too and I organize after school programmes in public and private schools.

I hold an International TEFL certification.

• Dates

July 2008 – July 2011

• Name and Address of Employer

Primatronic Srl. Trezzano sul Naviglio. Milan. Italy.

• Type of Business or sector

Employee

• Type of Contract

Indefinite

• Main activities and responsibilities

Primatronic is a leading import and distribution company. My responsibilities included the following:

- Managing 3 main sectors, mainly toys, Christmas decorations and stationery items.
- Responsible for 2 junior members on my team.
- Meeting Italian buyers that included the leading Italian chains such as Bennet, Pam Panorama, La grande i, Unieuro.
- Travelling to various parts of China, Hong Kong and Europe attending fairs and meetings with various factories and companies.
- Presenting samples (and eventually placing orders) to the buyers and potential clients at the company's showroom.
- Together with the company's warehouse manager, I managed the complete ordering process of goods. This included ordering samples, placing orders, following up the arrival of goods, setting up the showrooms for our buyers, invoicing, shipping, and contracting.
- Assessment of goods received to make sure all products are EU compliant.
- Communications with suppliers, buyers and forwarding agents.
- Handling of complaints

7/10/11/22

<ul style="list-style-type: none"> • Dates • Name and Address of Employer • Type of Business or sector • Type of Contract • Main activities and responsibilities 	<p>October 2007 – July 2008</p> <p><i>Euromedic International s.r.l – Milan. Italy.</i></p> <p>Personal Assistant</p> <p>Indefinite</p> <p>As the assistant to the company's sole director I was responsible for his personal agenda and his travel arrangements. My responsibilities also included press reviews, communications with various suppliers, orders to suppliers, translations and assistance to other managers in the company.</p>
<ul style="list-style-type: none"> • Dates • Name and Address of Employer • Type of Business or sector • Type of Contract • Main activities and responsibilities 	<p>September 2006 - October 2007</p> <p>H3G SpA – Trezzano sul Naviglio. Milan. Italy.</p> <p>Personal Assistant – Telecommunications</p> <p>Definite</p> <p>My job at this telecommunications company included assisting the whole supply chain management team that consisted of 35 people; I served as a secretary to the Department managers and organized their travel arrangements as well as their agendas and training needs. Pre-paid orders and payments related to temporary staff and 3rd parties were also under my responsibility.</p>
<ul style="list-style-type: none"> • Dates • Name and Address of Employer • Type of Business or sector • Type of Contract • Main activities and responsibilities 	<p>2005 - 2006</p> <p><i>Vodafone Malta Ltd. - Malta</i></p> <p>Retail Operations Assistant - Telecommunications</p> <p>Indefinite</p> <p>My duties at Vodafone included the organization of training needs for the customer care department (that formed part of the commercial department), the co-ordination of various internal campaigns and assisting the retail operations executive to execute projects (that included launching new products and services) assigned to him.</p>
<ul style="list-style-type: none"> • Dates • Name and Address of Employer • Type of Business or sector • Type of Contract • Main activities and responsibilities 	<p>2004 - 2005</p> <p><i>Vodafone Malta Ltd. - Malta</i></p> <p>Channels Operations Assistant - Telecommunications</p> <p>Indefinite</p> <p>As part of the commercial department responsible for channels operations, my duties included the organisation of training needs for all representatives in the department and the co-ordination of various commercial campaigns. My tasks also included assisting the retail manager and the e-channels manager as well as other managers that worked within the department.</p>
<ul style="list-style-type: none"> • Dates • Name and Address of Employer • Type of Business or sector • Type of Contract • Main activities and responsibilities 	<p>2001 – 2004</p> <p><i>Vodafone Malta Ltd. - Malta</i></p> <p>Customer Care & Retail Operations Assistant - Telecommunications</p> <p>Indefinite</p> <p>After an intensive training period, my career at Vodafone started at Vodafone's flagship outlet. My experience also included working at Vodafone's executive outlet where I handled foreign clients and companies. During this time, I also sold post-paid contracts, pre-paid lines and dealt with various customer care and technical related problems. In response to an internal vacancy I moved to Vodafone's head office taking up the role of "Retail Operations Assistant". Apart from various</p>

- office duties, I also served as a secretary to the Retail Operations Manager and formed part of the VSAT team (Vodafone staff activities team) with the responsibility of public relations.
- Dates 2000 - 2001
 - Name and Address of Employer **Gatt Frendo Tufigno Advocates - Malta**
 - Type of Business or sector Secretary – Legal Firm
 - Type of Contract Indefinite
 - Main activities and responsibilities Personal assistant to two of the lawyers. During this period, I also organised a conference for the firm held at the "Westin Dragonara Resort".
- Dates 1998 - 2000
 - Name and Address of Employer **Hotel Fortina Spa - Malta**
 - Type of Business or sector Marketing and sales - Tourism
 - Type of Contract Indefinite
 - Main activities and responsibilities My duties varied from selling nights at the hotel to keeping and creating working relationships with the various tour operators around the world.

Education and training

June 1996
St. Monica School – Malta
(University of London examinations – 'O' Level Standard)

July 1998
Underwood Secretarial College Certificate
Computing, Typing, Shorthand

May 2000
Malta Institute of Management
Advanced Management Certificate in Marketing Management

December 2003 - Certificate in "Optimizing Customer Relations". (Vodafone In House Training)
March 2004 - Certificate in "Time Management". (Vodafone In House Training)
March 2005 - Certificate in "English for Business Communication" (Vodafone In House Training)

Personal skills and competences

Mother tongue(s)

Maltese and English

OTHER LANGUAGES

Italian

• Reading

Excellent

• Writing

Excellent

• Understanding

Excellent

OTHER LANGUAGES

French and Spanish studied at a very elementary level.

SOCIAL SKILLS AND COMPETENCES

Can work with very minimum supervision. A very good team player. Excellent public relation skills.

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ORGANISATIONAL SKILLS AND
COMPETENCES

Organised various activities for very important national events during my career at Vodafone.
Very good travelling organisation skills developed during my time at Primatronic. Very quick learner especially with new computer software.
Very good organization skills of various after school classes in different schools and co-ordination with other teachers, office staff and school associations working on the projects.

COMPUTER SKILLS AND
COMPETENCES

Microsoft Office especially Word, Excel, Internet Explorer and Outlook. A good knowledge of Power Point & Access.
I also worked with various company software including SUN systems and Oracle.

Driving licence

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Additional information

Interests include photography, travelling, reading and scuba diving. I have done voluntary work in Italy as a First Aider on the ambulance for a non-profit organization.

10/11/00