

CURRICULUM VITAE



PERSONAL INFORMATION

Name and Surname	Roberta Camilleri
Address	Via Casena (FC) 47521.
Mobile	.
Email	
Nationality	
Date of Birth	27/12/1979

WORK EXPERIENCE

• Dates	Oct 2017 – to date
• Name and Address of Employer	Self Employment
• Type of Business or sector	English Language
• Type of Contract	Not applicable
• Main activities and responsibilities	As an English mother tongue speaker, I have started running my own playgroups in October 2017. My playgroups are a way of getting children familiar with the English language from a very young age. During my playgroups one of the parents is also present. The playgroups are run mainly in English and are meant to make children follow the first steps in learning a second language whilst giving some tools to the parents to help them continue the process from home. Since 2018 I have also started running playgroups and English activities for the kindergarten schools in my home town. I am currently studying to obtain an international recognized TEFL qualification.
• Dates	Jan 2011 – May 2013
• Name and Address of Employer	Meeting Point Malta Ltd.
• Type of Business or sector	Contracting and Procurement Executive (Tourism Sector)
• Type of Contract	Indefinite
• Main activities and responsibilities	During my brief re allocation in Malta I started working for Meeting Point which is leading destination management company. My main duties involved procuring the best deals between the world tour operators and the Maltese hotels. I dealt directly with the heads of sales and marketing departments. I also took care of part of the back office duties that included drafting of contracts, special offers and deals, problem solving between the tour operator and the Maltese hotels as well as customer service assistance to the tourists for any big issues that arose from

	time to time.
<ul style="list-style-type: none"> • Dates 	July 2008 – July 2011
<ul style="list-style-type: none"> • Name and Address of Employer 	Primatronic Srl. Trezzano sul Naviglio. Milan. Italy.
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Employee
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • Main activities and responsibilities 	<p>Primatronic is a leading import and distribution company. My responsibilities included the following:</p> <ul style="list-style-type: none"> • 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 good received to make sure all products are EU compliant. • All communications with suppliers, buyers and forwarding agents. • Handling any complaints
<ul style="list-style-type: none"> • Dates 	October 2007 – July 2008
<ul style="list-style-type: none"> • Name and Address of Employer 	Euromedic International s.r.l – Milan. Italy.
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Personal Assistant
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • Main activities and responsibilities 	<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 	September 2006 - October 2007
<ul style="list-style-type: none"> • Name and Address of Employer 	H3G SpA – Trezzano sul Naviglio. Milan. Italy.
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Personal Assistant – Telecommunications
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Definite
<ul style="list-style-type: none"> • Main activities and responsibilities 	<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 	2005 - 2006
<ul style="list-style-type: none"> • Name and Address of Employer 	Vodafone Malta Ltd. - Malta
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Retail Operations Assistant - Telecommunications
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • Main activities and responsibilities 	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.
<ul style="list-style-type: none"> • Dates 	2004 - 2005
<ul style="list-style-type: none"> • Name and Address of Employer 	Vodafone Malta Ltd. - Malta
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Channels Operations Assistant - Telecommunications
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • Main activities and responsibilities 	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, the e-channels manager and the dealer channel manager.
<ul style="list-style-type: none"> • Dates 	2001 – 2004
<ul style="list-style-type: none"> • Name and Address of Employer 	Vodafone Malta Ltd. - Malta
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Customer Care & Retail Operations Assistant - Telecommunications
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • Main activities and responsibilities 	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 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.
<ul style="list-style-type: none"> • Dates 	2000 - 2001
<ul style="list-style-type: none"> • Name and Address of Employer 	Gatt Frendo Tufigno Advocates - Malta
<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Business or sector 	Secretary – Legal Firm
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • 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".

<ul style="list-style-type: none"> • Dates 	1998 - 2000
<ul style="list-style-type: none"> • Name and Address of Employer 	Hotel Fortina Spa - Malta
<ul style="list-style-type: none"> • Type of Business or sector 	Marketing and sales - Tourism
<ul style="list-style-type: none"> • Type of Contract 	Indefinite
<ul style="list-style-type: none"> • 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)

April 2019 – Currently undergoing a 120-Master TEFL course.

Personal skills and competences

Mother tongue(s)	Maltese and English
OTHER LANGUAGES	Italian
<ul style="list-style-type: none"> • Reading • Writing • Understanding 	<p>Excellent</p> <p>Excellent</p> <p>Excellent</p>
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.
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 work experience at Primatronic. Very quick learner especially with new computer software.
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	B

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.