

Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. At the same time, learn different techniques or jobs and achieve my goals.

Experience

Self - Employed – Web Designer

9/2007 - Present

- Plan site design by clarifying goals; designing functionality.
- Develop site navigation by categorizing content; funneling traffic through content.
- Develop site content and graphics by coordinating with copywriters and graphic artists; designing images, icons, banners, audio enhancements, etc.
- Prepare site by installing and configuring server software; installing programming language using authoring and formatting tools; ensuring cross-platform compatibility; establishing links.
- Establish locatability by registering with search engines.
- Upgrade site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links.
- Protect site by designing and installing security precautions.
- Maintain site appearance by developing and enforcing content and display standards; editing submissions.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Provide information by collecting, analyzing, and summarizing data and trends.
- Keep equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Accomplish information systems and organization mission by completing related results as needed.

Salumeria Lalli – Clerk/Sales/Cashier

6/2001-8/2007

- Providing premier customer service, including greeting customers and responding to questions.
- Maintaining high standards for product freshness and sanitation.
- Dynamically selling product by providing customers with information needed to make product- related decisions.
- Selecting and packaging products ordered by customers.
- Filling, maintaining and rotating products and displays.
- Preparing special orders and party trays.
- Operating cash registers, meat and cheese slicers, oven, fryer, microwave, cutting tools, scale and other Deli equipment.
- Assisting in other duties, as assigned.
- Itemize and total purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
- Enter price changes by referring to price sheets and special sale bulletins.
- Discount purchases by redeeming coupons.
- Collect payments by accepting cash, check, or charge payments from customers; making change for cash customers.

- Verified credit acceptance by reviewing and recording driver's license number; operating credit card authorization system.
- Balanced cash drawer by counting cash at beginning and end of work shift.
- Provided pricing information by answering questions.
- Maintained checkout operations by following policies and procedures; reporting needed changes.
- Maintained safe and clean working environment by complying with procedures, rules, and regulations.
- Contributed to team effort by accomplishing related results as needed.

Additional Information - Education

- Proficient in Microsoft Office programs (Word, Excel, Access, Publisher, and Power Point).
- Knowledgeable in Outlook, Hotmail, Yahoo, Gmail and other internet email providers.
- Creative with Adobe Creative Suite.
- Persuasive when Cold-calling and Face-to-face sales.
- Data Entry is consistent.
- Administrative writing skills and business organization skills is kept professional.
- Acquired strong PC skills and strong basic math skills.
- Reliable and strong work ethic.

Liceo Scientifico Alessandro Volta – Francavilla al Mare, Italy

- Microsoft Office Specialist
- English Course
- Programmer Course

EAP Fedarcom – Francavilla al Mare, Italy

- Joomla E-Commerce Specialist
- E-Commerce specialist

Menzies Institute of Technology – Melbourne, Australia

- English Course
- Business Administration Specialist

OStaining – Online Training, USA

- Joomla Specialist
- SEO Specialist

Treehouse Island Inc. – Online Training, USA

- PHP Programmer Certification
- Web and Business Development

Languages

Bilingual, Italian is my first language and English is my second language. Fluently read and write both.