

VALENTINA D'ALESSANDRO

PROFESSIONAL EXPERIENCES

- 2019 – nowadays **A.C.T. Energy Srl**
Administrative and Accounting Manager
Coordination and organization of company's administrative, accounting and financial activities. Management of contracts and administrative procedures. Coordination of active and passive billing operations, production of accounting records and financial statements. Business economics transactions, suppliers' payment, relationships with financial institutions, financing. Renewable Energy Sector.
- 2015 – 2018 **Foreign work experience**
(Canary Island – Barcelona)
Work experience at Hotel Gran Tacande 5* Tenerife (White Tapas store)
Order management, suppliers payment, TPV system, Customers attention.
- 2011 – 2014 **Proget Srl**
Administrative Manager – RSPP
Coordination and organization of company's administration. Coordination of employee's risk prevention and protection.

EDUCATION

- 2011-2013 **Alma Mater Studiorum Università di Bologna – Communication Sciences**
- 2005 - 2011 **“Istituto Professionale per Servizi Commerciali” C. Macrelli, Cesena**
Business Management

LANGUAGES

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|---------|-----------------|
| Italian | Mother Tongue |
| English | B1 |
| Spanish | Fluent |
| French | Basic knowledge |

OTHER INFORMATIONS AND INTERESTS

Good knowledge of Microsoft Office System.
Photography. Basic knowledge of Lightroom/Photoshop System.