



Mattia Torneri

Date of birth: 04/06/2004

Nationality: Italian

Gender: Male

CONTACT

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ABOUT ME

I am a person willing to work, learn and have new experiences. I'm good at listening, learning from more experienced people and working in a team. It takes me little time to settle in a new workplace. I can work well even under pressure, I have excellent social and organizational skills and I'm not afraid of challenges. I can speak English, German, with which I obtained a linguistic certification of the Goethe institute in German level B1, and I'm learning a fourth language to broaden my horizons. In April 2022 I did an Internship period as a receptionist in a four-star hotel. I also attended a course on occupational safety.

WORK EXPERIENCE

21/03/2021 - 16/04/2021 Merano, Italy

Front desk receptionist Hotel Aurora

As a receptionist my main duties were welcoming guests and give them information, carrying out check-in and checkout procedures, answering the phone, translating the daily menu into German and English, helping with luggage, arranging correspondence and front office paperwork, running errands, keeping the workstation clean and in good order.

EDUCATION AND TRAINING

05/09/2019 - CURRENT Merano, Italy

Tourist reception services operator Scuola Provinciale Alberghiera Cesare Ritz

Address Via Karl Wolf, 44, Merano, Italy | Website www.ritz.fpbz.it

LANGUAGE SKILLS

MOTHER TONGUE(S): Italian

Other language(s):

English

Listening B2	Reading B2	Spoken production B2	Spoken interaction B2	Writing B2
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German

Listening B1	Reading B1	Spoken production B1	Spoken interaction B1	Writing B1
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Japanese

Listening A2	Reading A2	Spoken production A2	Spoken interaction A2	Writing A2
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DIGITAL SKILLS

Outlook | Microsoft office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher) | Google (Google Drive, Google Docs, Google Slides, Google Sheets, Google Meets, Google Trends))