

Francesco Faieta

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SUMMARY OF QUALIFICATIONS

- Over 5 years' experience in the electricity field.
- Proficient with direct installation of wiring at construction and other sites.
- Good interpersonal skills; able to interface with clients, project managers, and team members.
- Demonstrated ability to work in multicultural environment
- Professional communication skills include fluency in English, Italian, Portuguese and Spanish.
- Fully certified in Technician of the Electrical Industries.
- Computer skills include: - MOS Certification, internet and email

PROFESSIONAL EXPERIENCE

Student Services Coordinator

2019

Alpha International Academy, Toronto, Canada

- Offer services and support to students.
- Register and process student admissions.
- Provide orientation to new students.
- Maintain filing system, answer student inquiries.
- Resolve student issues with student services staff members.

Volunteer Translator

2018 - 2019

Medical News Bulletin, Toronto, Canada

- Translation of medical bulletins from English to Italian.

General Manager

2016 – 2018

Faieta Idiomas Language School, São Paulo, Brazil

- Recruitment strategy and market analysis.
- Plan, develop and implement recruitment plan.
- Financial management.
- Assist in developing ideas for school recruiting.
- Assist with student programs.
- Accounts payable and receivable controls.

Italian teacher

2012 – 2016

Faieta Idiomas, São Paulo, Brazil

- Teach Italian classes.

Translator

2012 – 2017

Freelance, São Paulo, Brazil

- Technical, general, academic texts and legal translation from Italian to English, Italian to Portuguese, Portuguese to English and vice versa.

Flight attendant

2009 – 2012

Neos Air, Milan, Italy

- Perform in-flight service duties.
- Provide customer service and assistance to passengers.

Assistant

2007 – 2009

Due C Electrical and Construction Services, Chieti, Italy

Small sized company specializing in construction, maintenance, electrician, electrical maintenance.

- Administrative Assistant.
- Attendance to customer requests.
- Archives and organization.
- Reports and controls.
- Accounts payable and receivable.
- Assistance in daily administrative routines.

Customer Service/Warehouse Team Member

2005 – 2007

Caccavale Building Materials, Chieti, Italy

- Pick, organize and verify orders for delivery or pick-up.
- Loaded and unloaded building material.
- Utilize appropriate lift truck equipment to prepare customer orders.
- Utilize computer terminals and/or portable phone to check inventory, look-up orders and notify customers when product is ready for pick-up.
- Stock shelves.
- Answer customers' questions and addressed problems.
- Helped customers to select products that best fit their needs.

Electrician

2003 – 2005

Due C Electrical and Construction Services, Chieti, Italy

- Install, repair, and maintain electrical system.
- Lightning system fixtures.
- Install, repair, and maintain of electrical panels, outlets and wiring.

Apprentice Electrician

Due C Electrical and Construction Services, Chieti, Italy

2003 – 2000

- Worked alongside Master Electrician and 5-person team to install wiring and electrical systems in over 40 new construction and existing homes per year.

- Operated power hand tools and specialized electrical equipment under Master Electrician's supervision.

EDUCATION

International Business Course - Post-secondary program 2018 – to Current
Centennial College, Toronto, Canada

Degree of Business Management 2018
Metodista University, São Paulo, Brazil

Bachelor of Translation and Interpretation (English – Portuguese) 2017
FMU University, São Paulo, Brazil

Technician of the Electrical Industries 2004
Professional Public Institute for Industry and Handcrafting, Chieti, Italy

REFERENCES

- Available Upon Request