



Elisa Bortolotti

● WORK EXPERIENCE

02/2022 – CURRENT Marleno, Italy

SOCIAL MEDIA CONTENT CREATOR TOURISMUSVEREIN MARLING-MARLENGO

- Creating content for the social networks networks of the tourism association
- Image and video production for the social networks
- Collaboration in the creation of the editorial plan for the social networks

10/2022 – 07/2023 Meltina, Italy

PUBLIC ADMINISTRATIVE ASSISTANT MUNICIPALITY OF MELTINA AND MUNICIPALITY OF VERANO

- Supervision of the municipality's building contracts from planning to approval of the final status
- Request and supervision of contributions for the municipality
- Bureaucratic processing of contributions for small small and micro business in the course of the Covid emergency
- Preparation and follow-up of municipal committee and municipal council meetings
- General secretarial tasks
- Support for the municipal secretary

07/2022 – 08/2022 Bolzano, Italy

SUPPORT FOR THE ACCOUNTING DEPARTMENT HROP

- Accounting support
- Submission of EU VAT refunds
- Preparation of audit documents
- Support with the preparation of transfer pricing documents

03/2022 – 07/2022 Vienna, Austria

COLLABORATION ON VARIOUS PROJECTS EASYSTAFF HUMAN & RESOURCES GMBH

- COFO-Entertainment: Collaboration in the sales and checkout area at Klimt Immersive Experience
- Grasl&Partner GmbH: Stand support at the Wings for Life World Run

07/2021 – 08/2021 Bolzano, Italy

INTERNSHIP IN ACCOUNTING HROP

- Creation of e-invoices
- Support with contract creation
- Support with the creation of EU VAT returns refunds
- Support with insurance tax calculations insurance tax calculations
- Support with the preparation of integrated VAT returns annual declarations

02/2021 Bressanone, Italy

INTERNSHIP IN SOCIAL MEDIA MARKETING BRANDNAMIC

- Drafting texts for social media accounts
- Research for webinars and their preparation

07/2020 Plön, Germany

SUMMER JOB S.O.F.A GMBH

- Supervision and entertainment of children aged 5 to 12 years

06/2019 – 08/2019 Bolzano, Italy

INTERNSHIP IN ACCOUNTING HROP

- Translation of contracts from German into Italian
- Support with the preparation of tax refund applications

● EDUCATION AND TRAINING

10/2023 – CURRENT Bolzano, Italy

ECONOMICS, ETHICS AND POLITICS Free University of Bolzano-Bozen

Website <https://www.unibz.it/it/faculties/economics-management/bachelor-economics-politics-ethics/>

10/2021 – 07/2022 Vienna, Austria

THEATRE, FILM AND MEDIA STUDIES University of Vienna

Website <https://tfm.univie.ac.at/en/>

06/2021 Merano, Italy

MATURITA Economy secondary school Franz Kafka

Website <https://www.wfokafka.it/schwerpunkt-finanzen-marketing/> | Field of study Finance and Marketing

● LANGUAGE SKILLS

First language(s): **GERMAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
ITALIAN	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office

Excel, PowerPoint, Word, Access, Outlook

Online Communication

Social Media