



VALERIA PASSARO

HR ASSISTANT

PROFILE

I am an HR Assistant with some experience in recruiting, logistics and training sectors, thus I have a great flexibility in particular in supporting administrative roles. Since I have worked in international environments, I am able to fit in different social circumstances.

CONTACT INFORMATION

Mobile (IT): +39 3791249853

Mobile (BE): +32 0492443412

valeriapassaro.vp@gmail.com

239 Rue Royale, 1210, Brussels, Belgium

[LinkedIn](#)

LANGUAGES

Italian (native)

English (C1)

French (B1)

Japanese (A2)

CERTIFICATIONS

Master in Editorial Graphics, Web Design and e-Commerce | PC Academy (issued by Adobe)

(Jun 2021)

Adobe Photoshop, Illustrator, InDesign,

Dreamweaver

WordPress, WooCommerce, HTML5

SEO Techniques

PROFESSIONAL EXPERIENCE

Schuman Trainee - HR Unit (DG LINC) | European Parliament

Brussels (Oct 2021 - Feb 2022)

- Assisting the training sector with the design and the organization of specific trainings
- Assisting with the reporting of regular internal surveys
- Supporting ongoing project inter alia by attending meetings, drafting minutes, analysing data, consolidating results
- Creating information graphics materials
- Building/maintaining databases
- Assisting with drafting articles and webpages
- Contributing to some document management related tasks
- Contributing to logistics related tasks and supporting the DG in its overall mission of servicing meetings and conferences

HR Assistant | GAO Tek Inc.

(Apr 2021 - Jul 2021)

- Replying applicant's emails, screening resumes, scheduling and holding job interviews
- Training new interns on board
- Posting job ads on general career websites, LinkedIn, university and college career websites, and internship websites
- Conducting market research and competitive analyses
- Performing social marketing to promote the conferences and events and company products

ACADEMIC BACKGROUND

MSc in Management | Vrije Universiteit Brussel

Brussels (Sep 2021 - Sep 2022)

- Human Resources Management
- Strategic Marketing
- Business and Corporate Strategy
- Financial and Managerial Accounting
- Informatics for Management
- Supply Chain Management
- Corporate Finance and Investment Analysis

BA in Language Mediation and Intercultural Communication | Università degli Studi di Milano

Milan (Sep 2016 - Oct 2020)

Thesis: USA and Japan: Late 20th century culture analysis through animation

Major:

- English and Japanese language and culture
- Translation: Eng-Ita, Ita-Eng, Jap-Ita, Ita-Jap, Jap-Eng, Eng-Jap

Minor:

- International Law, Linguistics, History, Anthropology, Sociology

CERTIFICATIONS

TOEFL iBT (96/120 - C1) | ETS

(Apr 2021)

Fundamentals of Digital Marketing |

Google Digital Training

(Jan 2021)

ID: 59V NJU BRQ

SKILLS AND TOOLS

Microsoft Word, Excel, Powerpoint

Microsoft Outlook and Teams

Canva

VOLUNTEERING

Volunteer | ESN (Erasmus Student Network)

Milan (Oct 2018 - Apr 2019)

Voluntary association helping foreign students

- Front Office activities such as welcoming foreign students, recording in database, helping with university issues
- Communication and interaction with staff and other professionals
- Helping in event organisation

ACADEMIC BACKGROUND

Erasmus+ Programme | Universiteit Gent

Gent (Sep 2017 - Feb 2018)

Erasmus+ Programme, 6-month scholarship

- English language and culture
- Specialized Translation
- CAT Tools (SDL Trados, memoQ, SDL Multiterm)