



Francesco Urban

Date of birth: 10/09/1991 | **Nationality:** Italian | **Gender:** Male |

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Via Revedole 8, 33170, Pordenone, Italy

● WORK EXPERIENCE

25/10/2021 – CURRENT – Codroipo

PRIVATE MEDICAL CENTER CLERK – FRIULMEDICA SRL

- Reception
- Front desk management
- Medical bills management
- Client portfolio accounting

21/02/2020 – 20/04/2021 – Pordenone, Italy

NATIONAL CIVIL SERVICE EMPLOYEE (COMUNITY SERVICE) – ENTE DI PATRONATO E DI ASSISTENZA SOCIALE

Broad variety of activities concerning the italian social security and welfare system:

- Support in completing ISEE application forms (Equivalent Economic Status Indicator)
- Preparation and submission of tax return statements
- Assistance in collecting documents for approval of residence permit

01/09/2017 – 07/10/2017 – Mestre

INTERNSHIP AT HELLO ENGLISH SCHOOL – HELLO ENGLISH SCHOOL

- Management of clients' portfolios
- Digital marketing and social media advertising
- English course sales

Mestre, Italy

20/05/2015 – 30/11/2015 – Venice

SALES ASSISTANT – GEOX SRL

- Shoes and clothing sales
- Warehouse management
- Store accounting closure

Venezia, Italy

● EDUCATION AND TRAINING

2014 – 2018 – Venezia, Italy

MASTER'S DEGREE IN LANGUAGES, ECONOMICS AND INSTITUTIONS OF ASIA AND NORTH AFRICA – Ca' Foscari University

- Japanese
- Economic policies of East Asia
- Japanese law
- IT
- History and institutions of contemporary Japan
- Economics

Thesis: Il concetto di “autodifesa collettiva” di Abe Shinzō

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01/04/2014 – 31/07/2014 – Kanagawa, Japan

JAPANESE LANGUAGE PROFICIENCY COURSE CERTIFICATE – Tokai University

Intensive Japanese language course (4 months), to complete my Bachelor's degree.

While in Japan, I had the opportunity of successfully obtaining the Japanese Proficiency Test, at the N2 level (JLPT N2 level).

2011 – 2014 – Venezia, Italy

BACHELOR'S DEGREE IN LANGUAGE, CULTURE AND SOCIETIES OF EASTERN ASIA – Ca' Foscari University

Japanese language
History, philosophy and religions of East Asia
Cultural anthropology

Field(s) of study

- Japanese Language

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2005 – 2010 – Pordenone, Italy

SECONDARY SCHOOL DIPLOMA IN IT STUDIES – Istituto tecnico industriale “J.F. Kennedy” (industrial technical institute)

Computer science
IT

Mathematics
Statistics

Field(s) of study

- Information and Communication Technologies

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● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
JAPANESE	B2	B2	B2	B2	B1

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

● **ORGANISATIONAL SKILLS**

Organisational skills

I am well suited to work environments which require team work, but I am also able to take on tasks and carry them out on my own.

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

I have excellent language skills, especially in English and Japanese, due to my studies, education and work experience abroad.
I especially thrive in multicultural environments.