

✉ proiettimeo@gmail.com  
☎ +39 334 1872593  
in linkedin.com/in/mateoproietti  
S mateoproietti93

**MATEO**  
**PROIETTI**  
www.mateoproietti.com



## EDUCATION

- 02/2017 - 02/2018 ● **ABC FORMAZIONE - REKUEST WEB AGENCY** ♥ Rome, IT  
Master Course in Graphic + Web Design  
ACA Visual Design Specialist
- 01/2015 - 05/2015 ● **CALIFORNIA STATE UNIVERSITY LONG BEACH** ♥ Long Beach, USA  
Direct Exchange Program
- 09/2013 - 05/2016 ● **JOHN CABOT UNIVERSITY** ♥ Rome, IT  
B.A. in Communications, minor in Business Administration  
GPA 3.27/4.00
- 09/2012 - 03/2013 ● **EF EDUCATION FIRST** ♥ Brisbane, AU  
Intensive English Course  
First Certificate (FCE)



## WORK EXPERIENCE

- 07/2016 - 12/2016 ● **AU PAIR** ♥ Melbourne, AU  
at Private Family  
- Helped to promote the social and educational development of two young kids  
- Performed responsibilities according to the family rules  
- Worked about 45 hours per week
- 07/2015 - 12/2015 ● **FRONT OFFICE ASSISTANT** ♥ Rome, IT  
at John Cabot University  
- Provided customer service up to 30 guests on a daily basis  
- Managed around 15 calls and 5 e-mails per day  
- Collaborated with 4 colleagues in English
- 04/2013 - 07/2013 ● **SPECIAL EVENTS ASSISTANT** ♥ Rome, IT  
at John Cabot University  
- Assisted the JCU Board of Trustees for 8 hours for 3 days  
- Wrote 3 event reviews for articles to be listed on the JCU website  
- Co-worked with 4 other students in welcoming guests
- 09/2014 - 12/2014 ● **INTERN** ♥ Viterbo, IT  
at BeC Srl  
- Updated the general list of *Infodent*, a magazine delivered monthly to 45.000 dentists in Italy  
- Sent e-mails to attract dental supplies to advertise their products on the magazine  
- Translated technical data sheets from Italian to English



## HONORS & AWARDS

- Awarded a finalcial prize from Banca di Viterbo CC for school-related benchmarks, October 2016
- Qualified for the Dean's list: fall semester 2015, spring semester 2016
- Scholarship at John Cabot University covering 50% of university tuition, September 2016
- Ranked second at the National Championship of Latin American Dances, Juniores, Rimini 2008



## VOLUNTEER

- Collaborated with *Intercultura*, a project that P. Vanni School organized in Viterbo to help foreign students improve their knowledge of the Italian language (12/2011 - 05/2012)



## WHO AM I

Motivated and detail-oriented graduate with multicultural experiences and solid organizational skills. Enjoyed many challenges in different countries and looking forward to the next adventure. Potential career goal is to become a qualified designer and to work in the advertising or publishing industry.



## IT SKILLS

ACA Visual Design Specialist (Adobe Photoshop, Illustrator, InDesign)  
Web Authoring using Adobe Dreamweaver  
Adobe Animate  
HTML + CSS  
WordPress  
Bootstrap  
PrestaShop  
iMovie  
MS Office



## LANGUAGES

Italian ● ● ● ● ● ● ● ● ● ●  
English ● ● ● ● ● ● ● ● ● ●  
Spanish ● ● ● ● ● ● ● ● ● ●  
Japanese ● ● ● ● ● ● ● ● ● ●



## INTERESTS

Interior Design  
Social Networks  
Photography  
Cultures  
Travel  
American TV Shows