
CHRISTINE AQUILINA

Date of Birth: 21st June 1994	Nationality: Maltese
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Current Home Address: 119, Charton, Triq id-Dejma, Tarxien, Malta, TXN9036	
Height: 165cm	Weight: 50kg

WORK EXPERIENCE

RECEPTION & SECRETARIAL, CHINA CULTURAL CENTRE, MALTA – NOVEMBER 2018-PRESENT

- ✓ Telephone calls, emails and first contact with all public and customers
- ✓ All managers were assisted in various tasks, by coordinating between different departments, providing a continuation and enhancements within the company and its service
- ✓ Promoted events and courses through social media, Twitter and in person with customers
- ✓ Content writer for articles and documents translations in English and Maltese

PHYSICAL EDUCATION TEACHER, ST DOROTHY'S PRIMARY SCHOOL SLIEMA, MALTA - SEPTEMBER 2018-NOVEMBER 2018

- ✓ Planned classes and taught subject of Physical Education to all Primary school's students that varies in ages between 5 to 11

BOOK KEEPER, CHARLES SCERRI & ASSOCIATES, MALTA - JUNE 2017-NOVEMBER 2017

- ✓ Receipts inputting in the accounting Sage System for tax returns
- ✓ Provided bank reconciliations, Tax returns & reconciliations for the company's customers, ranging from self employed to major companies in Malta

WAITRESS, SAFFRON PUTTER'S IN, ROYAL MALTA GOLF CLUB, MALTA – JULY 2016-JANUARY 2018

- ✓ Bar tending and waiting tables of customers

ADMINISTRATION OFFICE, QUEEN'S FURNITURE LTD, MALTA – MARCH 2013 -
SEPTEMBER 2014

- ✓ Telephone calls, emails and first contact person with customers pre and after sales
- ✓ Filing, payroll, invoicing customers and tax returns were all administered and performed
- ✓ Schedules of meetings and in house training planning

ADMINISTRATION OFFICE, CSB, MALTA – JANUARY 2013 - MARCH 2013

- ✓ Day to day office administrations in order to facilitate the flow of the company's work
- ✓ New company registrations and bank accounts forms for the company's customers

EDUCATION

INSTITUTE OF THE ARTS BARCELONA, SPAIN – BACHELOR (HONS) DEGREE OF
ARTS IN DANCE - SEPTEMBER 2014 - JUNE 2017

SKILLS

- ✓ Highly proficient in Microsoft Word, Excel, Access and Power Point
- ✓ Working Knowledge of Sage
- ✓ Customer service orientated
- ✓ Good team player and taking initiatives
- ✓ Emotional intelligence and quick problem solver
- ✓ Hard worker and eager to learn more
- ✓ Languages: Maltese - Mother Tongue C2, English - Native C2, Italian - Advanced B2
- ✓ STCW Basic Safety Combined Training: 2017-2022
- ✓ Security Awareness Training for all Seafarers: 2018-2023
- ✓ Crowd Management certified: 2018