

# STEFANO SEMERARO

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## OBJECTIVE

I'm looking for a job which will allow me to make the best use of my skills and experience; I would like to have the opportunity to work in a restaurant, or the food and beverage industry which will offer the chance to work with international people. I would also like to find a position that provides the possibility to develop and grown within the company.

## CAREER HISTORY

Sep 2013 – **Il Botteghino | Front of House Manager** | Marina di Lendinuso (Italy) [reported on [Tripadvisor.it](#)]  
Jul 1995 Waiter, Pizza Chef, Commis Apprentice Chef

- Making entries of the time and date the guest is expected to arrive
- Greeting all guests and seating them according to their preference
- Ensuring, at the restaurant, guests satisfaction and logging any possible complaints
- Managing customer relations as needed
- Ensuring restaurant hygiene before starting work
- Coordinating the restaurant's staff and ensuring that staff duties are carried out properly
- Preparing pizzas, panzerotti and bread
- Preparing pizza and bread dough by kneading and stretching
- Assisting chef with basic preparation
- Servicing of basic dishes
- Contributed in menu planning and determined related cost
- Assisting with stock control

Apr 2013 – **Agenzija Sapport | Foundation for Social Welfare Services | Malta**  
Jan 2013 Social Welfare Service

- Administrative duties
- Customer Service duties

Dec 2011 – **Law Firm | Civil Litigation | Milano, Italy**  
Nov 2007 Lawyer apprenticeship

- Providing accurate, timely and effective legal advice to clients
- Attending hearings at court
- Writing up legal documents such as wills, trusts and inheritances
- Involved in out of court settlements
- Preparing arguments to be heard in a trial
- Coordinating planning and building regulations applications
- Activities for drafting petitions, statements of defense, final statements, enforcement procedures

## QUALIFICATIONS

Jan 2014	Sesef - Post graduate in Hotel Management - London, United Kingdom
Nov 2013	INNOVA NET - International Centre of Competences for Innovation in the Mediterranean Countries - Bari, Italy Series of seminars on "Business creation and managerial skills"
Jun 2012	LinguaTime - Malta School of English - Sliema, Malta
Jan 2012	English Language Course (425 hours)
Dec 2009	Just Legal Service - Milan, Italy
Sep 2009	Exam Preparation Course lawyer - Drafting opinions and acts in the field of civil and criminal law.
Apr 2007	Università Cattolica del Sacro Cuore - Piacenza, Italy
Oct 1998	Law Faculty - Degree in Law 102/110 Forensic Subjects: civil law, criminal law, commercial law
Jul 1998	Istituto Tecnico Commerciale Marco Lenio Flacco - Brindisi, Italy Perito Tecnico Commerciale 45/60 Legal business economics subjects - Business economics, science of finance, political economy.
Jun 1996	Pizza Maker course - A.M.A.R Brindisi, Italy
Jan 1996	Preparation of pizza dough, handling, dressing and cooking, cleaning and maintenance of equipment and machinery, cleaning work environment, complying with standard hygienic rules

## OTHER SKILLS

### Computer Skills

- Windows
- Word, Excel
- Using Internet and Sending Emails

### Social Skills

- Excellent interpersonal and communication skills
- Interpersonal understanding characterized by the desire to understand others and to establish relationships, creating networks and professional contacts
- Team - Work ability

### Organizational Skills

- Ability to concentrate efforts on the identification and satisfaction of customer needs
- Ability to organize work in a systemic way, setting priorities
- Ability to delegate and manage conflicts successfully maintaining a positive relationship with the group.

### Certification

- ESOL - Certificate of Attendance of General English at B1 level (British Institutes of Vasto, 2013)
- Europass Mobility (British Institutes of Vasto, 2013)
- Certificate of Attendance of English Language Course at B2 level (LinguaTime School of English in Malta, 2012)

## LANGUAGE SKILLS

Italian	Mother tongue
English	Understanding B2 - Speaking B2 - Writing B2