



Tanja Rupel

Date of birth: 30/11/1997 | **Nationality:** Slovenian, Italian | **Gender:** Female | **Phone number:** (+39) 3453299724 (Mobile) | **Email address:** tanja.rupel97@gmail.it | **Address:** Contovello, 163, 34151, Trieste, Italy (Home)

WORK EXPERIENCE

01/10/2022 – CURRENT Sežana, Slovenia

SECRETARY AND BOOKKEEPER LAW OFFICE OZBIČ

Secretarial duties as entering meetings and appointments in the internal management system, handle phone calls and correspondence (by e-mail or traditional mail) in many languages. The law firm is located on the Slovenian border with Italy and is the only one who has to do with cases of people who live in Italy and have law problems in Slovenia and viceversa. Most of the time I translate e-mails between lawyers and clients, not everyone speaks Slovenian or Italian, sometimes they do not even speak either language. Usually, I participate to the meetings between a lawyer and his client, if there is a need of translation. Also, I help lawyers with attorneys in case their cases need documentation from institutional offices.

Bookkeep duties such as banking, management of received and issued invoices, travel order management, and bank account.

Business or Sector Other service activities | **Department** Law firm Ozbič - Odvetniška pisarna Ozbič - Studio legale Ozbič |

Address Partizanska cesta 71D, 62100, Sežana, Slovenia | **Email** info@ozbic.eu | **Website** <https://odvetnik-italija.eu/en/>

15/09/2018 – 15/07/2019 Trieste, Italy

RECEPTIONIST HOTEL EDEN

Use of the internal management system for front office procedures. Daily attendance, arrivals and departures check. Check-in and check-out procedures. Simple back office procedures. Management of the breakfastservice.

Business or Sector Accommodation and food service activities | **Address** Loc. Sistiana, 42/a, 34011, Trieste, Italy |

Website www.edensistiana.eu

01/05/2018 – 31/08/2018 Puchheim, Germany

RECEPTIONIST AND WAITRESS DAS SEIDL HOTEL & TAGUNG ***

Reception: check-in, check-out, booking entry, individual and group personal data entry, use of the internal management system (inform) and preparation of the conference room. Waitress at the breakfast service

Business or Sector Accommodation and food service activities | **Address** Lochhauserstraße, 61, 82178, Puchheim, Germany |

Website www.das-seidl.de

23/08/2017 – 13/11/2017 Trieste, Italy

RECEPTIONIST HOTEL EDEN ***

Check-in, check-out, booking entry, individual and group personal data entry, use of the internal management system (inform).

Business or Sector Accommodation and food service activities | **Address** Loc. Sistiana, 42/a, 34011, Trieste, Italy |

Website www.edensistiana.eu

26/04/2017 – 29/05/2017 Trieste, Italy

INTERN AURORA VIAGGI

Collaboration in the management of the accounting part through the Aves program. Practical records, tickets, insurance, invoice control, commissions and account statements.

Address Via Milano, 20, 34122, Trieste, Italy | **Website** www.auroraviaggi.com

24/10/2016 – 05/01/2017 Portorož, Slovenia

RECEPTIONIST (INTERNSHIP) LIFECLASS - GRAND HOTEL PORTOROŽ *****

Reception: check-in, check-out, booking entry, individual and group personal data entry, use of the internal management system (Opera) and preparation of the magnetic keys and bracelets for the spa

Business or Sector Accommodation and food service activities | **Address** Obala, 33, 6320, Portorož, Slovenia |

Website www.lifeiclass.net

29/07/2016 – 28/09/2017 Trieste, Italy

RECEPTIONIST (TRAINEESHIP) SAN GIUSTO SEA CENTER SPA

Use of the internal management system (blueshell) for reception procedures. Check-in and check-out procedures. Issue and control of invoices and payments.

Address Molo Venezia, 1, 34123, Trieste, Italy | **Website** www.marinasangusto.it

15/02/2016 – 02/04/2016 Puchheim, Germany

INTERN DAS SEIDL HOTEL & TAGUNG ***

- Reception activities: check-in, check-out, booking entry, use of the internal management system (inform).
- Collaboration in the management of the breakfast service.
- House Keeping: control of the cleanliness of the rooms.

Business or Sector Accommodation and food service activities | **Address** Lochhauser Strasse, 61, 82178, Puchheim, Germany |

Website www.das-seidel.de

30/03/2015 – 07/05/2015 Trieste, Italy

INTERN MAGESTA SPA - GRAND HOTEL DUCHI D'AOSTA *****

Reception procedures.

Business or Sector Accommodation and food service activities | **Website** www.duchi.eu

● EDUCATION AND TRAINING

01/09/2021 – 28/02/2022 Wien, Austria

ERSASMUS+ PROGRAM AT THE FACULTY OF GEOGRAPHY Universität Wien

Address Universitätsring, 1, 1010, Wien, Austria | **Website** www.univie.ac.at

09/2020 – 19/03/2025 Trieste, Italy

BACHELOR IN POLITICAL SCIENCE AND ADMINISTRATION Università di Trieste

Address Piazzale Europa, 1, 34127, Trieste, Italy | **Website** www.units.it

01/10/2018 – 17/09/2019 Piran, Slovenia

HIGHSCHOOL GRADUATION GEPŠ Piran

Address Bolniška ulica 11, 6330, Piran, Slovenia | **Website** www.geps.si | **Level in EQF** EQF level 4

03/10/2016 – 23/06/2017 Triest, Italy

TECHNICAL DIPLOMA OF PROMOTION AND RECEPTION SERVICES CIOFS/FP

Address Via dell'Istria, 55, 34137, Triest, Italy | **Website** www.ciofs.it | **Level in EQF** EQF level 3

Address Via Ponderares, 5, 34131, Trieste, Italy | **Website** www.ialweb.it | **Level in EQF** EQF level 3**LANGUAGE SKILLS**Mother tongue(s): **SLOVENIAN** | **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
GERMAN	B1	B1	B1	B1	B1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user***DRIVING LICENCE****Driving Licence:** B**COMMUNICATION AND INTERPERSONAL SKILLS****Communication and interpersonal skills**

On the occasion of the "Statelessness: A Minority Issue - Eleventh Session of the Forum on Minority Issues" (29.11. and 30.11.2018) di Geneva (UN), Switzerland, I spoke as a spokesperson for the Trieste NGO organization (www.triest-ngo.org).

<https://www.ohchr.org/EN/HRBodies/HRC/Minority/Pages/Session11.aspx>