



# Alessandra Rinaldo

## CONTACTS

- 📞 +34 600 78 7575
- ✉ rinaldoalessandra@gmail.com
- 🖱 [www.alessandrarinaldo.com](http://www.alessandrarinaldo.com)

## PROFILE

Enthusiastic and creative professional with a strong focus on results, known for a positive attitude and a dedicated team-player approach. I thrive in fast-paced, multicultural environments and consistently meet deadlines under pressure. Through a diverse professional journey, I have built a solid blend of hard and soft skills — learning quickly, adapting effectively, and bringing commitment and reliability to every role I take on.

## CODING SKILLS

- IntelliJ IDEA, Visual Studio Code, Visual Studio, Cursor
- HTML, CSS, Javascript, React.js, Axios
- Java
- Python
- SQL (PostgreSQL)
- C++
- Chatgpt, Claude AI, Deepseek

## EDUCATION

- **High School Degree (Diploma di Stato)** July 2018  
Istituto Tecnico Commerciale “Cesare Beccaria”, Carbonia Italy  
Final Research Project: ‘How technology influenced society over time’

## WORK EXPERIENCES

- **CCN Portoscuso, Sardegna - Info Pointer** July 2025 / September 2025
  - Organizing excursions and guided tours
  - Assisting tourists with their information requests
  - Managing the CCN social media page
- **Preply, Barcelona, Spain - SDR** May 2023 / August 2023
  - Contact and qualify potential customers
  - Track progress towards meeting sales goals
  - Collaborate with the sales team to develop strategies for reaching sales targets
  - Use customer relationship management (CRM) software to manage leads and sales activities
- **PORTOVESME s.r.l., Portoscuso, Italy - HR Payroll Administrator** April 2019/ May 2023
  - Determining organisation’s tax obligations by calculating national and council taxes as well as National Insurance contributions
  - Identifying, investigating and resolving discrepancies in timesheet and payroll records
  - Completing payroll reports for record-keeping purposes or managerial review
  - Maintaining a good relationship and supporting the employees with their enquiries over the payslip

## ADDITIONAL EXPERIENCES

- **Front-End Web Developer Diploma - SheCodes** April 2024  
Learn how to use HTML, CSS, Javascript, React.js, Bootstrap, and Axios, as well as everything else that goes into being a Junior Front-End Developer
- **Enkey Computers, Carbonia, Italy - IT Internship** September 2016/ June 2017  
PC assembly, troubleshooting, problem solving, business website maintenance and installation of operating system on PCs.

## LANGUAGES

- Italian: Native
- English: Proficient
- Spanish: Basic Knowledge

## HARD & SOFT SKILLS

Problem Solving, Multi-Tasking, Attention to Detail, Data Entry, Record Keeping, Learning on the field, Time Management