

ALESSIA ESPOSITO

Legal Secretary

00352661032810

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15 rue Jean Schaack, L-2563, Luxembourg

28 years old, Single, ITALIAN Nationality

> PROFESSIONAL EXPERIENCE

Legal Assistant | Since February 2023

NCS AVOCATS (LUXEMBOURG)

Legal Assistant (Internship) | January 2023 - February 2023

ID AVOCATS (Pétange)

HEAD WAITER/Receptionist | October 2021 - June 2022

> MULTI-FUNCTION HEAD WAITER The friquets by goeres The bistro Grill by goeres Le bateau ivre by

HEAD WAITER | June 2021 - September 2021

> Reception, service, cashing up Closing the cash register Setting up of the bar Preparation and serving drinks Serving food

BARTENDER'S CLERK, ASSISTANT HEAD WAITER THEN HEAD WAITER, BRASSERIE | February 2020 - September 2020 *Melrose (Luembourg)*

> Reception, service, cashing up Closing the cash register Setting up of the bar Preparation and serving drinks Serving food

WAITRESS | June 2018 - October 2019

> Reception, service, cashing up Closing the cash register Setting up of the bar Preparation and serving drinks Serving food

> TRAINING

Legal Secretary training | October 2022 - December 2022

Back-to-Work Initiative/adem (Luxembourg)

CITE (International Standard Classification of Education)

Lycée Jean-Piaquet (Switzerland)

CFC

(Switzerland)

Diploma obtained: CFC DIPLOMA F-ED-ERA - Hotel catering apprenticeship level

> SKILLS

Listening and communication skills

Ability to prepare and file legal documents

Multi-tasking and time management

Teamwork

Discipline

Computer skills

Reliability

Stress management

Organisational skills

> COMPUTER

Word 

Outlook 

OneNote 

Excel E- 

mail 

> MISCE

Languages Italian

- Native language

French (Fluent - C1) English

(Good basics - B1) German

(Basics - A2)