

PERSONAL
INFORMATION

Michaela Pace

📍 13, Glenanail Drive, Galway
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✉ michaelapace2@gmail.com

Sex Female | Date of birth 20/10/1995 | Nationality Maltese

WORK EXPERIENCE

10/2012 – 04/2016

Human Resources & Logistics Administrator

Bluhull Group
Orange Grove, Birbal Street, BZN 9013 Balzan (Malta)
www.bluhullgroup.com

- Interviewing and assessing contract employees, ensuring that they satisfy the client's requirements.
- Communicating with clients regarding specific job orders, candidate submittals and other matters.
- Continuously exploring new recruitment sources, job boards and forums, in order to ensure the growth of candidate pools.

10/2013 – 05/2016

Babysitter (Part-time)

Private Babysitting Service, (Malta)

- Caring for children in their own home, organising various activities, such as games, crafts and exercise, whilst ensuring the children are happy and safe throughout.

04/2012 – 06/2012

Teacher Assistant

St. Michael School, San Gwann, (Malta)

- Assisting the class teacher to develop, organise and put into practice the daily programme.

05/2010 – 06/2012

Sales Assistant (Part-time)

Pace's Uniforms & Workwear, Naxxar (Malta)

- Serving customers courteously and efficiently, ensuring that the highest standards of customer service are met at all times.
- Ensuring that shelves are stocked as required.
- Responsible for processing cash and card payments.

EDUCATION AND TRAINING

05/2015

Advanced Level in English

Private Tuition, Naxxar (Malta)

EQF level 4

05/2014

Advanced Level in Marketing

Private Tuition, Naxxar (Malta)

EQF level 4

02/2012–05/2012

City & Guilds Award in Office Procedures

MISCO Training Centre, Birkirkara (Malta)

EQF level 3

05/2011

Secondary Education Certificate

St Michael Foundation, San Gwann (Malta)

- Mathematics
- Maltese
- English Language
- English Literature
- Social Studies
- Geography
- Italian
- ECDL

10/1998–04/2011

School Leaving Certificate

EQF level 1

St Michael Foundation, San Gwann (Malta)

- Mathematics
- Maltese
- English Language
- English Literature
- Social Studies
- Geography
- Italian
- History
- Biology
- Physical Education
- Drama/Dance
- Information Technology

PERSONAL SKILLS

Mother tongue(s)

Maltese and English

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|--|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| Italian | A2 | A2 | A1 | A1 | A1 |
| Ordinary Level Certificate - EQF Level 1 | | | | | |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Excellent communication skills gained during my past roles as a child carer, through communicating patiently with the children, while ensuring that the parents are happy with the quality of my work.

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|------------------|------------------|------------------|------------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Proficient user | Independent user | Independent user | Independent user | Independent user |

Digital competences - Self-assessment grid

| |
|---|
| European Computer Driving License - EQF Level 3 |
|---|

Driving licence B