

*Elena Verna*

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*12051 Alba, CN*

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### Education

High school: **Liceo Classico G. Govone**, Alba, Piedmont

September 2011 - July 2016

I studied ancient languages such as Latin and Greek, English and Italian literature and grammar, Science, Math, History, Philosophy.

### Employment History

**-Enoclub**, Alba, Piedmont

Waitress, since July 2019

Historical and prestigious restaurant in the centre of Alba.

Apart from waitressing, I have responsibilities such as taking orders, communicating with the kitchen and reporting to the floor staff, meeting with restaurant staff to review daily specials, changes on the menu and service specifications for reservations, taking payments and other administration's duties if the director is not present or available.

**-La Madernassa**, Guarene, Piedmont

Runner (commis), February 2018 – June 2019

Michelin star restaurant between Langhe and Roero.

A place where I could improve and learn a lot, high qualified staff both in the kitchen and on the floor. Extreme attention to detail and passion in every single action.

**-Terra Rossa**, Melbourne, Victoria

Waitress, June 2017 – November 2017

I had to take orders, serve food and drinks, clean and set up tables, host costumers, polish glasses and cutlery, help the bar staff if necessary.

Warm and friendly environment, quick and attentive service.

**-Gradi at Crown, Melbourne, Victoria**

Waitress, December 2016 - June 2017

I had to take orders, serve food and drinks, host people, polish glasses if necessary. During the last months I specialized in functions and upselling.

Big and busy restaurant inside Melbourne casino, the service had to be quick and elegant at the same time.

**-Hotel I Castelli, Alba, Piedmont**

Waitress, May 2016 - November 2016

Breakfast/dinner shifts, events and functions.

Very refined and fancy rooftop restaurant in a 4-star hotel. International customers, very traditional and local food, high quality service.

**-Agli Archi, Alba, Piedmont**

Waitress, June 2015 - September 2015

Summer job during high school, full time contract.

**-La Duchessa, Alba, Piedmont**

Waitress, June 2014 - August 2014

School stage, summer working experience, 3 months full time.

I've also worked in a few wine shops and restaurant around Alba, such as Vincafè (Alba), Vinoteca la Sacrestia (Alba), Io e Luna (Guarene), but just for a short period of time.

### Languages

Italian: Native

English: Fluent

French: Basic

A handwritten signature in black ink, appearing to be 'A. Archi', written in a cursive style.



# Ministero della Giustizia

## Sistema Informativo del Casellario Certificato Penale del Casellario Giudiziale (ART. 25 D.P.R. 14/11/2002 N.313)

CERTIFICATO NUMERO: 6500/2019/R

Al nome di:

Cognome **VERNA**  
Nome **ELENA**  
Data di nascita **23/03/1997**  
Luogo di Nascita **ALBA (CN) - ITALIA**  
Sesso **F**

sulla richiesta di: **INTERESSATO**  
per uso: **AMMINISTRATIVO (ART. 25 D.P.R. 14/11/2002 N.313)**

Si attesta che nella Banca dati del Casellario giudiziale risulta:

**NULLA**

ESTRATTO DA: CASELLARIO GIUDIZIALE - PROCURA DELLA REPUBBLICA PRESSO IL TRIBUNALE DI ASTI

ASTI, 30/04/2019 08:40

IL RESPONSABILE DEL SERVIZIO CERTIFICATIVO

Il Funzionario Giudiziaro  
*Carolina Napolitano*

Il presente certificato non può essere prodotto agli organi della pubblica amministrazione o ai privati gestori di pubblici servizi della Repubblica Italiana (art. 40 D.P.R. 28 dicembre 2000, n. 445), fatta salva l'ipotesi in cui sia prodotto nei procedimenti disciplinati dalle norme sull'immigrazione (d.lgs. 25 luglio 1998, n. 286). Il certificato è valido se presentato alle autorità amministrative straniere.



