



Europass Curriculum Vitae

Personal Information

First name(s) Surname Elena Baldan
Address
Telephone numbers (+39) 3394125079
Fax
E-mail address baldan.elena98@gmail.com
Nationality Italy
Date of birth 28/03/1998
Sex Female

Job applied for / position

Work Experience

Date (from-to) From 29/05/2017 to 26/06/2017
From 23/05/2016 to 03/06/2016 - from 01/02/2016 to 12/02/2016
From 27/04/2015 to 30/05/2015 - from 02/02/2014 to 28/02/2014

Occupation or position held Office Clerk
Office Clerk
Shop assistant
Inps - Piazza Municipio, 13 - 30031 Dolo (Italy)
Referent: Dr. Marco Cappello
Generali Insurance - Via Nazionale 290 - 30034 Mira (Italy)

Name and address of employer Referent: Mr. Marco Bortoli
Cappelletto M3 S.r.l. Shoes & Accessories - Piazza Erminio Ferretto, 77 - 30174 Mestre (Italy)
Referent: Mr. Marco Cappelletto
Welfare

Type of business or sector Insurance Services
Services industry

Main activities and responsibilities Data storing, welcoming users questions, birth certificates management
Estimates, subscribing of insurance policies, data storing
Shop assistant

Education and qualification awarded

Date (from-to) From 09/09/2015 to 30/06/2018
From 12/09/2012 to 05/06/2015

Type of qualification Operator in Business and Management
Sales assistant

Main subjects covered or skills acquired Economics, Law, English, Spanish, Maths, Communication techniques

Name and address of organisation providing education and training I.I.S. Luzzatti - Via Perlan, 17 - Venice (Italy)
Engim Mirano - Via del Murialdo, 1 30035 Mirano (Italy)

Level of qualification Diploma: vote 76/100
Diploma: vote 76/100

Personal skills and competences

Mother tongue(s) Italian

Other language(s) English and Spanish

Self-assessment

European Level (*)

Language: English

Language: Spanish

Language:

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
A2	A2	A2	A2	A2
A2	A2	A2	A2	A2

(*) Common European Framework of Reference for Languages

Communication skills

Good communication skills gained through my internship experience

Organisational/managerial skills and competences

Good organization skills gained as shop assistant, insurer and employee

Good organisational skills gained as volunteer first aid

Job-related skills

Computer skills

Good skills of Word, Excel, Power Point and Photoshop

Artistic skills

Other skills

Driving licence

B

Additional information

member of the Croce Verde Mestre

Base rescue course according to D.lgs 1515/2015

Certificate of participation in the ISFS course, management of maxi - emergencies

Certificate of participation in the first regional conference of the volunteer rescuer

Training course for workers in "learning mode"

Certificate of general training on health and safety at work

Certificate of participation in the Job&Orienta of Verona

Attachments

Venezia-Mestre, 27/04/2018

Student's signature (if over 18) or parent's signature (if under 18)

In compliance with the Italian D.L 196/2003, I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I declare that I am informed of my rights in accordance with art. 23 of the above mentioned decree.

I hereby allow my personal details to be handled fairly by companies, societies and any organizations which cooperate with You, respecting my right to privacy.

Besides I authorize to use my personal details also by electronic ways and/or automated equipments to link the details with those of other people, according to quality and quantity criteria.

Venezia-Mestre, 27/04/2018

Student's signature (if over 18) or parent's signature (if under 18)

