



Europass Curriculum Vitae

Personal Information

First name(s) Surname: Giorgia Bello
 Address: Via Pisino 21 Mestre Venice
 Telephone numbers:
 Fax:
 E-mail address: giorgiabello99@gmail.com
 Nationality: Italy
 Date of birth: 30 October 1999
 Sex: F

Job applied for / position

Work Experience

Date (from-to): From 01 February to 12 February 2016 and from 23 May to 3 June 2016
 From 29 May 2017 to 26 June 2017
 Occupation or position held: Secretary
 Name and address of employer: Generali , Galleria Teatro vecchio 6, Mestre Venice (Italy).
 Inail, via della Pila 51 30175 , Marghera Venice (Italy).
 Type of business or sector: Work placement
 Main activities and responsibilities: Archiving documents, office services

Education and qualification awarded

Date (from-to): From 2013 to 2018
 Type of qualification: Operator in Business Management- Diploma : vote 61/100
 Main subjects covered or skills acquired: Business Economy, Low, Political Economy, English, Spanish, Communication Techniques
 Name and address of organisation providing education and training: Luigi Luzzatti Institute, via Perlan 17 30174 Mestre Venice, Italy
 Level of qualification:

Personal skills and competences

Mother tongue(s): Italian
 Other language(s): Spanish and English

Self-assessment
 European Level (*)

Language: English

Language: Spanish

Language:

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
A2	A2	A2	A2	A2
B1	B1	B1	B1	A2

(*) Common European Framework of Reference for Languages

Communication skills
 Organisational/managerial skills and competences

Good relational skills
 Good organizational skills

Job-related skills

Computer skills

Good skills in the use of Windows computer systems and excellent ability to surf the Internet;

Artistic skills

Other skills
Driving licence

Additional information

Attachments

The following people can be contacted for references :
Sig.re Marco Tomaiuolo (Referente), GENERALI (041 239 2111), Galleria Teatro vecchio 6 Mestre.
Sig.ra Rossella Iorio (Capo area), INAIL (041 257 3211), Via della Pila 51 Marghera.
Prof.essa Paola Furlan (paolafurlan12@gmail.com) , IIS Luzzatti, Via Perlan 17, Gazzera Mestre .

Venezia-Mestre, 29-04-2018

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

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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, 29-04-2018

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