



Europass Curriculum Vitae

Personal Information

First name(s) Surname Giada De Toni
Address Malcontenta Mira
Telephone numbers 3662756717
Fax
E-mail address giadadetoni4@gmail.com
Nationality Italian
Date of birth 15/11/1999
Sex female

Job applied for / position

Work Experience

Date (from-to) 29/05/2017 - 26/06/2017
23/05/2016 - 03/06/2016
01/02/2016 - 12/02/2016

Occupation or position held Office clerk

Name and address of employer Inps - Tutor Mrs. Michelina Giolo
Sestiere Dorsoduro 3519/I, 30123 Venezia

Type of business or sector National Institute of Social Security

Main activities and responsibilities -Sending e-mail regarding f24 payments and checking replies
-Sending e-mails to companies regarding payment of contributions and checking replies

Education and qualification awarded

Date (from-to) 10/09/2013 - 30/06/2018
Type of qualification Operator in Business and Management: vote 83/100

Main subjects covered or skills acquired -Professional Techniques of commercial services
-Comercial English and Spanish
-Commercial Law

Name and address of organisation providing education and training I.I.S. Luzzatti
Via Perlan 17, 30174 Venezia

Level of qualification

Personal skills and competences

Mother tongue(s) Italian
English, Spanish

Other language(s)

Self-assessment

European Level (*)

Language: English

Language: Spanish

Language:

Understanding		Speaking		Writing
<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
B1	B1	B1	B1	B1
B1	B1	B1	B1	B1

(*) Common European Framework of Reference for Languages

Communication skills

Good attitude for working in team and ability to manage tasks and to perceive individual needs, acquired during the period of training and the school project "Impresa In Azione"

Organisational/managerial skills and competences

-Excellent organizational skills obtained thanks to the experience of leader in the project "Young Business Talent"

-Planning the work and the time management

Job-related skills

Skills in Business Economics

Computer skills

Independent user

-Ability to use office package

-Ability to create videos using different platforms

Artistic skills

Other skills

Driving licence

Courses: Safety course at work

Projects: Winner of the regional in the project "Impresa In Azione" and good placement in the semifinal of the project "The Young Business Talent", years 2016 2018

Additional information

Reference:

School Tutor: Mrs. Paola Furlan paolafurlan12@gmail.com

Inps Tutor: Mrs. Michelina Giolo Tel. Inps 041 270 2511

Attachments

Venezia-Mestre,

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,

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