



## Europass Curriculum Vitae

### Personal Information

First name(s) Surname Davide Manzo  
 Address Via Col San Martino 9/A  
 Telephone numbers 3313161989  
 Fax  
 E-mail address davidemanzo70@gmail.com  
 Nationality Italian  
 Date of birth 10/11/1999  
 Sex M

### Job applied for / position

#### Work Experience

Date (from-to) February - March 2016  
 26 May 2017- 26 June 2017

Occupation or position held Assistant INPS 2017  
 Camera Operator 2016

Name and address of employer INPS, Sestiere Dorsoduro 3519/ I 30123, Venice  
 Orler, Via Col San Martino 37, Favaro V.to , Venice

Type of business or sector Welfare 2017  
 Telesales 2016

Main activities and responsibilities INPS: Helping at reception desk and dealing with clients problem and answering their questions  
 ORLER: I've helped to answer the phones and pick up with camera carpets, paintings and jewelry . furthermore I packed up the paintings and make a photocopies.

### Education and qualification awarded

Date (from-to) June 2018  
 Type of qualification Diploma in Business Management  
 Main subjects covered or skills acquired Law and Economics.

Name and address of organisation providing education and training Istituto Luzzatti, Via Perlan 17 , Venezia Mestre, 30173

Level of qualification

### Personal skills and competences

Mother tongue(s) Italian  
 Other language(s)

Self-assessment  
 European Level (\*)  
**Language: English**

Understanding		Speaking		Writing
<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
B1	B1	A1	B1	B1

<b>Language:</b> Spanish	B1	B1	B1	B1	B1
<b>Language:</b>					
	(*) <i>Common European Framework of Reference for Languages</i>				
Communication skills	Good competence in establishing relationship with people and colleagues				
Organisational/managerial skills and competences	Team Working				
Job-related skills	Good command of quality control processes in using PC				
Computer skills	Good command of office suite (word processor, spread sheet and presentation software)				
Artistic skills					
Other skills	Good command of photo eding software gained as an amateur photofrapher				
Driving licence					
<b>Additional information</b>	Mr Giuseppe Bianco , INPS, Via Dorsoduro 3519 , Venezia Mr Giuseppe De Luca , Orlor , Via col San Martino 37, Favaro Veneto, VE Ms Paola Furlan, Tutor, Via Einaudi 36 , Mestre				
<b>Attachments</b>					

Venezia-Mestre, 08/04/2018

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

Davide Manzo

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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, 08/04/2018

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

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