



Europass Curriculum Vitae

Personal Information

First name(s) Surname Aurora Nicoletti
Address Venezia (Italy)
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Fax
E-mail address auranicoletti.nicoletti@gmail.com
Nationality Italian
Date of birth 2/09/1997
Sex Female

Job applied for / position

Work Experience

Date (from-to) 1) 29/05/2017 - 26/06/2017
2) 23/05/2016 - 03/06/2016, 01/02/2016-14/02/2016
3) 27/04/2015 - 30/05/2015
4) 02/02/2014 - 28/02/2014

Occupation or position held 1) Office clerk
2) Office clerk
3) Shop assistant
4) Shop assistant

Name and address of employer 1) Inail - Via della Pila, 51, 30175 Venezia - Tutor Ms. Rossella Iorio
2) CIA- Via Cesare Battisti, 81, 30035 Mirano (VE) - Tutor Mr. Massimo Coletto
3) Erboristeria Miranese - via XX Settembre, 44, 30035 Mirano (VE) - Tutor Massimo Cazzagon
4) Fioreria Rosa Vivali - via Roma, 99, 30038 Spinea (VE) - Tutor Gabriele Gastaldi

Type of business or sector 1) Social security
2) Italian confederation of farmers
3) Herbalist's shop
4) Flower shop

Main activities and responsibilities 1) Sending e-mail, use of corporate platforms
2) Customer reception, archive and document management
3) Cash and computer use, salesperson
4) Salesperson, placed orders

Education and qualification awarded

Date (from-to) 1) 09/09/2015- 30/06/2018
2) 12/09/2012 - 05/06/2015

Type of qualification	1) Operator in Business and Management 2) Qualification for sales services vote 85/100				
Main subjects covered or skills acquired	1) Business Economy, Law, Communication Techniques 2) Commercial techniques, sales techniques				
Name and address of organisation providing education and training	1) I.I.S Luzzatti - Gramsci Via Perlan, 17, 30174 Venezia 2) Engim Veneto, Via del Murialdo 1, 30035 Mirano (VE)				
Level of qualification					
Personal skills and competences					
Mother tongue(s)	Italian				
Other language(s)	English, Spanish				
Self-assessment	Understanding		Speaking		Writing
European Level (*)	<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
Language: English	B1	B1	B1	B1	B1
Language: Spanish	Base	Base	Base	Base	Base
Language:					
	(*) <i>Common European Framework of Reference for Languages</i>				
Communication skills	Good communication skills gained through my internship experience and Communications Techniques at school				
Organisational/managerial skills and competences	Good organisation skills gained as shop assistant and employee				
Job-related skills	-skills in business economy				
Computer skills	-ability to use the office package -ability to create videos using different platforms				
Artistic skills					
Other skills					
Driving licence	B				
	Membership in Croce Verde Mestre				
	The following people can be contacted for references:				
	Tutor scolastico: Sig.ra Paola Furlan e-mail: paolafurlan12@gmail.com				
Additional information	Tutor aziendali: Sig.ra Rossella Iorio Tel. Inail 041-2573211; Sig.re Massimo Coletto Tel. CIA 041-431039; Sig.re Massimo Cazzagon Tel. 041/2432293; Sig.re Gabriele Gastaldi Tel. 041/998976				
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)
