



Europass Curriculum Vitae

Personal Information

First name(s) Surname Giada Sagnelli
 Address
 Telephone numbers
 Fax
 E-mail address giadasagnelli75@gmail.com
 Nationality Italian
 Date of birth 19/09/1999
 Sex F

Job applied for / position

Work Experience

Date (from-to) From 29 May to 26 June 2017
 Occupation or position held Secretary
 Name and address of employer INAIL, Via della Pila 51, 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 Economics and Business Diploma: vote 76/100
 Main subjects covered or skills acquired Business economy, Law, English, Political Economy, Communication Techniques
 Name and address of organisation providing education and training Luzzatti-Gramsci Institute, Via Perlan 17, 30174, Mestre (VE)
 Level of qualification

Personal skills and competences

Mother tongue(s) Italian
 Other language(s) English, Spanish

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
A2	A2	A2	A2	A2

(*) Common European Framework of Reference for Languages

Communication skills Public speaking, good relational skills
 Organisational/managerial skills and competences Good at team working
 Job-related skills Good command of quality control processes
 Computer skills Good use of the programs : Excel, Word, Power Point
 Artistic skills
 Other skills
 Driving licence

Additional information

Attachments

The following people can be contacted for references:

INAIL 041 257 3201 Via della Pila 51, Marghera (VE)

CIA 041 538 1819 Via Durando 14, Marghera (VE)

Prof.ssa Paola Furlan , Istituto professionale Luzzatti-Gramsci , Via Perlan 17,
30174 Mestre (VE) paolafurlan12 @gmail.com

Venezia-Mestre, 30 aprile 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, 30 aprile 2018

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