

Europass Curriculum Vitae

Personal Information

First name(s) Surname Cristina Paradiso
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 Telephone numbers 3881709809
 Fax
 E-mail address cris.p@virgilio.it
 Nationality Italian
 Date of birth 21/04/1973
 Sex Female



Job applied for / position Employee, office management activities, secretariat

Work Experience

Date (from-to)	since 2012
Occupation or position held	Shop assistant
Name and address of employer	TABACCHERIA 91
Type of business or sector	Dealer of kinds of monopoly
Main activities and responsibilities	Sale of all kinds relating to the tobacconist, cash desk, compilation of the fee book, use of the IBM operating system with bar code (payment of bills, mobile top-ups, postepay, train tickets, car tickets, vouchers) ACTV POS USE for ticket sales POS USE for the sale of Lottomatica Servizi Italia products
Date (from-to)	2016
Occupation or position held	Secretary
Name and address of employer	FR.LLI BUSOLIN
Type of business or sector	Trucking
Main activities and responsibilities	Management of the secretariat (fuel expense notes, waste form archive with bindelli and invoices, switchboard)
Date (from-to)	from 1998 to 2014
Occupation or position held	Employee
Name and address of employer	TeledyneLecroy Srl
Type of business or sector	Production company measuring instruments (electronic)
Main activities and responsibilities	Switchboard coordination: incoming and outgoing calls. Management of e-mails and deliveries (packaging of tools, compilation of specific documentation, DdT, management of couriers and archiving) Composition and provision of offers / Data Entry / Marketing Responsible for Telemarketing and search for new customers Hotel Booking - Trains
Date (from-to)	from 1995 to 1997
Occupation or position held	Factory Girl
Name and address of employer	SkyLine Srl
Type of business or sector	Chandelier production factory
Main activities and responsibilities	Samples production manager

Education and qualification awarded

Date (from-to) from 1992 to 1993

Type of qualification: Maturity of Applied Art Art of metals and goldsmithery Goldsmith
 Main subjects covered or skills acquired: Goldsmith
 Name and address of organisation providing education and training: Art Institute of Venice
 Level of qualification:
 Date (from-to): from 1998 to 2000
 Type of qualification: Certificate of professional qualification for the operator of the company management
 Main subjects covered or skills acquired: It can carry out activities in public administrations and private companies, in large-scale retail trade and in professional offices with executive tasks. Languages: English - German
 Name and address of organisation providing education and training: Luzzatti Ist. of Mestre
 Level of qualification:
 Date (from-to): 2013
 Type of qualification: Certificate of Eligibility for the exercise of a retailer of monopoly items
 Main subjects covered or skills acquired: Tobacco Profession Course
 Name and address of organisation providing education and training: Italian Tobacco Federation (FIT)
 Level of qualification:

Personal skills and competences

Mother tongue(s): Italian
 Other language(s):

Self-assessment <i>European Level (*)</i>	Understanding		Speaking		Writing
	<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
Language: English	B2	B2	B2	B2	B2
Language: French	A1	A1	A1	A1	A1
Language: German	A1	A1	A1	A1	A1

(*) Common European Framework of Reference for Languages

Communication skills
 Organisational/managerial skills and competences
 Job-related skills
 Computer skills
 Artistic skills
 Other skills
 Driving licence

Excellent mastery of the package and Windows applications, MacOs X Word, Excel, Office Excellent knowledge of the Data Base: Lotus Notes
 Painting
 Running, gym, do-it-yourself, cooking, garden, vegetable garden, animals
 Car License Category B

Additional information

Attachments

Venezia-Mestre, 27/04/2018

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, 27/04/2018

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