



Europass Curriculum Vitae

Personal Information

First name(s)	Surname	Monica Rampado
Address	Via terraglietto, 17 30174 Mestre (ve)	
Telephone numbers	+39/ 3389728732	
Fax		
E-mail address	monica.rampado@alice.it	
Nationality	Italian	
Date of birth	November, 10 1962 Dolo- Ve	
Sex	Female	

Job applied for / position

Work Experience

Date (from-to)	1)from 1982 to 1982
	2)from 1983 to 2013
	3)from 2013 to 2013
	4)from 2015 to 2017
Occupation or position held	1) Typist archivist
	2) Head of services - Commercial
	3) Bartender
	4) Secretary
Name and address of employer	1)La Biennale di Venezia- Venezia
	2)TDP S.r.l. -Gardigiano di Scorzè (VE)
	3)Antares S.n.c. - Marcon (VE)
	4)Medicina Insieme -Marcon (VE)
Type of business or sector	1) Culture
	2) Services
	3) Trade
	4) Healthcare
Main activities and responsibilities	

Education and qualification awarded

1)from 1980 to 1982
Date (from-to) 2)from 2014 to 2018

Type of qualification
1) Professional qualification of Secretarial Assistant
2) Professional Services Diploma

Main subjects covered or skills acquired
Name and address of organisation providing education and training
Level of qualification
1)C.F.P. Regione Veneto- Marghera (VE)
2)IIS L.Luzzatti, 30174 Gazzera -Mestre (VE)

Personal skills and competences

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

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	B1	B1	B1	B1	B1
Language: French	B1	B1	B1	B1	B1
Language:					

(*) *Common European Framework of Reference for Languages*

Communication skills Working in team ability
Organisational/managerial skills and competences Leadership (have been responsible for a team of 10 people)
Job-related skills Skill organization
Computer skills Good level of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™)
Artistic skills
Other skills Training courses:
Sales techniques;
Telephone communication;
Web marketing
Driving licence Category B

Additional information

from june to august 2016
Training intership organized by to school
Commercial service office
Next Rent Via barche, 114 -Mirano (VE)

Attachments

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, 30/04/2018

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