



## Europass Curriculum Vitae

### Personal Information

First name(s) Surname Alessia Scarpa  
 Address 3, Via Astori, 30020 Marcon (Italy)  
 Telephone numbers  
 Fax  
 E-mail address scarpaalessia0@gmail.com  
 Nationality Italian  
 Date of birth 23/11/1997  
 Sex F

### Job applied for / position

#### Work Experience

Date (from-to) 02/02/2016-02/03/2016 29/05/2017-29/06/2017  
 Occupation or position held Trainee  
 Name and address of employer 1- Studio Italia Service,30, Via Pialoi , Marcon (Ve)  
 2- Comune di Marcon,20, Piazza Municipio, Marcon (Ve)  
 Type of business or sector Insurance and social care  
 Main activities and responsibilities Archiving documents,answer the phone and general administrative duties in the office

### Education and qualification awarded

Date (from-to) 2011-2018  
 Type of qualification Vocational Institute Diploma: vote 81/100  
 Main subjects covered or skills acquired Economics, Law, Communication technique, English and French  
 Name and address of organisation providing education and training IIS Luzzatti-Gramsci, 17 Via Perlan, 30174, Mestre (Ve)  
 041 544154 - E-mail veis004007@istruzione.it  
 Level of qualification

### Personal skills and competences

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

Self-assessment European Level (*)	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
Language: English	B1	B1	B1	B1	B1
Language: French	A2	A2	A2	A2	A2
Language:					

(\*) Common European Framework of Reference for Languages

Communication skills Good relations with people in a group  
 Organisational/managerial skills and competences  
 Job-related skills Good interaction with clients  
 Computer skills Good command of the Office package (Word, Excel, PowerPoint)  
 Artistic skills I enjoy music and dancing

Other skills	
Driving licence	B
<b>Additional information</b>	Prof. Alberto Zanessi, Prof. Elena Scarpa, Prof. Paola Furlan IIS Luzzatti- Gramsci 17 Via Perlan, 30174, Mestre (Ve) Tel. 041 5441545 - Fax 041 5441544
<b>Attachments</b>	

Venezia-Mestre, 27/04/18

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, 27/04/18

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

---