

Europass Curriculum Vitae

Personal Information

First name(s) Surname Roberta Benvenuti
 Address Spinea
 Telephone numbers 3317598877
 Fax
 E-mail address benvenuti.roberta@gmail.com
 Nationality Italian
 Date of birth 06/12/2000
 Sex Female



Job applied for / position

Work Experience

Date (from-to) INTERSHIP
 1. From 18/05/2018 to 15/06/2018
 2. From 30/01/2017 to 17/02/2017
 Occupation or position held
 1. Intern
 2. Intern
 Name and address of employer
 1. All Now s.r.l., Via Miranese 426, Mestre-Venezia (ITA)
 2. Dal Bon & Co. s.r.l., Via C. Rossarol 13/E, Marghera-Venezia (ITA)
 Type of business or sector
 1. Services sector
 2. Shipping agency
 Main activities and responsibilities
 1. Accounting department, secretary and environment department
 2. Accounting department and secretary

Education and qualification awarded

Date (from-to) From 2014 to 2019
 Type of qualification High School Diploma in Management, Finance and Marketing **vote 84/100**
 Main subjects covered or skills acquired Business, Law, Political Economy, English and Spanish
 Name and address of organisation providing education and training ITS Gramsci, Via Perlan 17, Mestre-Venezia
 Level of qualification High School/EQF 4

Personal skills and competences

Mother tongue(s) Italian
 Other language(s) English and 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	B2	B2	B2	B2
B1	B1	B1	B1	B1

	(*) <i>Common European Framework of Reference for Languages</i>
Communication skills	<ul style="list-style-type: none"> - good interpersonal skills acquired during internship periods - good communication skills with customers - adaptability - ability to work independently and in team
Organisational/managerial skills and competences	<ul style="list-style-type: none"> - fast learning of the task to be performed - problem solving skills - good organization and planning skills - general accounting knowledge of companies - filing of documents
Job-related skills	<ul style="list-style-type: none"> - secretariat - knowledge of basic English micro-language in the maritime-economic sphere
Computer skills	Microsoft Office, internet browser and e-mail
Artistic skills	
Other skills	<ul style="list-style-type: none"> - Advanced Open Water Diver and Enriched Air Diver patents by PADI - sailing course certificate - attended ski courses
Driving licence	B
Additional information	<ul style="list-style-type: none"> - security and safety certification (8h) - language certification B1 in english and spanish - two-week linguistic internship experience in Bath (England) combined with work experience in a local pizzeria and ice cream parlor
Attachments	

Venezia-Mestre, 30/04/2019

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

Roberta Benvenuti

In compliance with the Italian D.L 196/2003 and G.D.P.R. 679/16 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, 30/04/2019

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