



Europass Curriculum Vitae

Personal Information

First name(s) Surname	Alice Oliosi
Address	Venezia - Marghera
Telephone numbers	3450116101
Fax	
E-mail address	oliosialice5@gmail.com
Nationality	Italian
Date of birth	21 February 2000
Sex	Female

Job applied for / position

Work Experience

Date (from-to)	1) Internship from 21 May to 15 June 2018 2) Internship from 30 January to 18 February 2017
Occupation or position held	1) Accounting Clerk 2) Office Clerk
Name and address of employer	1) PSV Project Service and Value srl, via Vigonovese 50/D, Padova (Italy) 2) CNA Venezia servizi srl, via della pila 3/b, Venice (Italy)
Type of business or sector	1) Shareholder company owned by Viessmann Holding International GmbH (DE) 2) National Business Association
Main activities and responsibilities	1) Daily enter key data of financial transactions in database, Inform management and compile reports/summaries on activity area, Type accurately, prepare and maintain accounting documents and records 2) Maintaining accounting documents, Control of accounting records and correction of any errors

Education and qualification awarded

Date (from-to)	From September 2014 to July 2019
Type of qualification	High School Diploma in Business and Marketing Management - vote 80/100
Main subjects covered or skills acquired	Main subjects covered: Business, Law, Political Economy, English, Spanish Skills acquired: Agility and adaptability, Initiative and entrepreneurialism, Effective oral and written communication, Accessing and analyzing information
Name and address of organisation providing education and training	I.I.S. Luzzatti - Gramsci, via Perlan 17, Venice (Italy)
Level of qualification	EQF 4

Personal skills and competences

Mother tongue(s)	Italian
------------------	---------

Other language(s)	English Spanish				
Self-assessment	Understanding		Speaking		Writing
European Level (*)	<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
Language: English	A2	A2	A2	A2	A2
Language: Spanish	B1	B1	B1	B1	B1
Language:					
(*) Common European Framework of Reference for Languages					
Communication skills	<p>Good communication skills acquired during my work experience as an accounting clerk;</p> <p>Good relationship skills with children acquired during my experience as a children's entertainer ;</p> <p>Team spirit;</p>				
Organisational/managerial skills and competences	<p>Quick learning of the tasks to be performed;</p> <p>Enjoy working as a part of a team;</p> <p>Good listening skills;</p> <p>Able to manage time effectively and in pursuing goals;</p> <p>Problem solving skills.</p>				
Job-related skills	<p>Creative thinking and problem solving;</p> <p>Self-esteem, motivation, and goal setting;</p> <p>Personal and career development skills;</p>				
Computer skills	Knowledge and good ability to use the main office software (Word, Excel, Power Point), an Internet browser and an e-mail box.				
Artistic skills					
Other skills					
Driving licence	B				
Additional information	<p>Certificate of general training on health and safety at work (12 hours);</p> <p>Spanish certification at the Cervantes Institute;</p> <p>Certificate of participation in the first aid course (6 hours)</p>				
Attachments					

Venezia-Mestre, 30/04/2019

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

Alice Oliosi

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, 30/04/2019

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

Alice Oliosi
