



Europass Curriculum Vitae

Personal Information

First name(s) Surname Daniele Pistolato
Address Zelarino - Venice, Italy
Telephone numbers 3889818266
Fax
E-mail address danielepistolato78@gmail.com
Nationality Italian
Date of birth 31\07\2000
Sex Male

Job applied for / position

Work Experience

Date (from-to) 12\06\2017 - 25\07\2017 ;
18\06\2018 - 25\07\2018 ;
INTERSHIP:
30\01\2017 - 17\02\2017 ;
21\05\2018 - 15\06\2018
Occupation or position held Secretary and archiving functions
Name and address of employer Apindustria Servizi
Type of business or sector Little and Medium Enterprise's assistance
Main activities and responsibilities Data archiving, excel documents compilation and answering calls

Education and qualification awarded

Date (from-to) 16\11\2014 - In progress
Type of qualification High School Diploma in Finance, Administration and Marketing - vote 75/100
Main subjects covered or skills acquired Business, Law, Political Economics, English, French
Name and address of organisation providing education and training I.I.S. Luzzatti-Gramsci, Mestre (VE) 17, Via Perlan
Level of qualification EQF4

Personal skills and competences

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

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

(*) Common European Framework of Reference for Languages

Communication skills I work well with a team but even individually too

Organisational/managerial skills and competences	Good organisation and time term's delivery repect
Job-related skills	Good at Computer Functions, Documents compilation and Archiving, Problem solving, Team Work spirit and good workmates relationships
Computer skills	Microsoft Office Package (Word, Excel, Acces, Power Point), Gmail, PDF, Websites research
Artistic skills	Good to write crime stories
Other skills	Athletics Activities Experience (Runner) and Football Referee actual activity FIGC
Driving licence	B
Additional information	Health and safety in the workplace training (12 hours); two partecipations at school project "MOVE" in England to learn the english language (MOVE 4.0; MOVE 5.0)
Attachments	none

Venezia-Mestre, 28\04\2019

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

DANIELE PISTOLATO

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, 28\04\2019

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

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