



Europass Curriculum Vitae

Personal Information

First name(s) Surname Aurora Sambo
Address Mestre, Venice
Telephone numbers 3393409310
Fax
E-mail address aurora.sambo00@gmail.com
Nationality Italian
Date of birth 3 december 2000
Sex F

Job applied for / position

Work Experience

Date (from-to) High School Internship:
1. From 21 May to 15 June 2018
2. From 30 January to 18 February 2017
Occupation or position held 1. Office Clerk
2. Secretary
Name and address of employer 1. CONF Commercio Viale Ancona, 9 Mestre (VE)
2. Inps, Sestiere Dorsoduro 3519I, 30123 Venice (VE)
Type of business or sector 1. National Business association
2. INPS (national insurance agency)
Main activities and responsibilities 1. Typing accurately, preparing and maintaining accounting documents and records, research, track and restore accounting or documentation problems and discrepancies and provide assistance and support to company personnel
2. Type accurately, prepare and maintain accounting documents, reordering the archive, making photocopies and use the computer

Education and qualification awarded

Date (from-to) From 2014 to 2019
Type of qualification High School Diploma in business and marketing management
Main subjects covered or skills acquired Business, Law, Political Economy, English, Spanish
Name and address of organisation providing education and training I.I.S. Luzzatti - Via Perlan, 17 - Venice (Italy)
Level of qualification EQF4

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>	
A2	A2	A2	A2	A2
A2	A2	A2	A2	A2

	(*) <i>Common European Framework of Reference for Languages</i>
Communication skills	<ul style="list-style-type: none"> - Good relation skills; - Good relation with children; - Good relationship with customers acquired during my experience as a secretary; - Good team spirit; - Good listening skills;
Organisational/managerial skills and competences	<ul style="list-style-type: none"> - Project management ability; - Planning the work and the time management; - Ability to work under the pressure and meet deadlines;
Job-related skills	Familiarity with bookkeeping and basic accounting procedures
Computer skills	Good ability to use the main office software (Word, Excel, Power Point);
Artistic skills	
Other skills	Ability to work on my own or as a part of a team
Driving licence	
Additional information	Good placement in the semifinal of the project "The Young Business Talent", school year 2016/2017
Attachments	School certificate of general training health and safety at work (10 hours)

Venezia-Mestre, 30/04/2019

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

Aurora Sambo

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)

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