

## Curriculum Vitae Europass

### Personal Information

First name(s) **Martina**  
 /Surname (s) **AGOSTINI**  
 Address (es) Via Enrico Fermi, Spinea, VE  
 Telephone (s)/ Mobile (s)  
 Fax  
 E-mail agostinimartina75@gmail.com  
 Nationality Italian  
 Date of birth 10/12/2004  
 Gender F



### Job applied for / position/ preferred job/ studies applied for/personal statement

economic sector/ Manager, relations with costumers, engaged, secretary

### Work Experience

dates (from - to)  
 dates (from - to) 30/05/2022- 24/06/2022  
 Occupation or position held secretary, archive management, use of the program for creating invoices, foreign relations, creation of sales and purchase invoices, payslips  
 Name and address of employer Simar, Via delle Industrie, 22, VE  
 Type of business or sector economic sector  
 Main activities and responsibilities register invoices in the company's online portal

### Education and qualification awarded

Dates (from-to) 2018-2023  
 Type of qualification Hight School Diploma in Administration, Finance and Marketing – 70/100  
 Main subjects covered or skills acquired Business Economics: General accounting, marketing strategies  
 Law: administrative civil law, functioning of the public administration  
 Political economy: Italian tax system  
 English: business  
 Spanish: microlanguage in the economic field  
 Name and address of organisation providing IIS L.Luzzatti Gramsci

education and training					
Level of qualification	EQF/ 4 level				
<b>Personal skills and competences</b>					
Mother tongue(s)	Italian				
Other language(s)	spanish and english				
Self-assessment	<b>Understanding</b>		<b>Spoken</b>		<b>Writing</b>
European Level (*)	<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
<b>Inglese</b>	A2	A2	A2	A2	A2
<b>Francese</b>					
<b>Spagnolo</b>	B1	B1	B1	B1	B1
	(*) Quadro comune europeo di riferimento per le lingue				
Communication skills li	Willingness to work in the community and to listen to the needs and problems of others				
Organisational/managerial skills and competences	Maximum management of timing, with respect for deadlines with maximum profit obtained				
Job-related skills	Social media management, data analysis and interpretation, project management				
Computer skills	I use office package, Google package, Aboobe, scratch				
Artistic skills	Basic graphics skills				
Other skills					
Driving licence	no				
<b>Additional information</b>					

Mestre – Venezia, 15 May 2023

=====

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