

Curriculum Vitae Europass

Personal Information

First name(s) **Anastasia**
 /Surname (s) **BERTELLI**
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 Nationality Italian
 Date of birth 6/6/2004
 Gender F



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

commercial and administrative positions

Work Experience

dates (from - to)

Occupation or position
held

Name and address of
employer

Type of business or
sector

Main activities and
responsibilities

Education and qualification awarded

Dates (from-to) September 2018 - June 2023

Type of qualification High School diploma in Finance and Marketing Administration – 100/100

Main subjects covered or
skills acquired knowledge about Economics, Law and Politic Economics

Name and address of
organisation providing
education and training IIS Luzzatti Gramsci
Via Perlan 17
Venice, Italy

Level of qualification EQF/level 4

Personal skills and

competences

Mother tongue(s)

Italian

Other language(s)

Romanian, English and Spanish

Self-assessment

European Level (*)

Inglese**Francese****Spagnolo**

Understanding		Spoken		Writing
<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
B1	B1	B1	B1	B1
B1	B1	B1	B1	B1

(*) Quadro comune europeo di riferimento per le lingue

Communication skills li

Able to communicate with any type of clients
Good ability to adopt to multicultural environments

Organisational/managerial skills and competences

Good organisation skills
Ability to work even under pressure
Able to learn quickly
Ability to adapt to teams and work groups
Punctual deliveries of work

Job-related skills

Attention to detail
Ability to intuition
Technical knowledge in the business environment

Computer skills

Able to use office package (word, excel, power point)
Able to use google accessories (meet, google documents, google sheets, google forms)
Good command of photo editing
Good command of technological devices

Artistic skills

Other skills

Willpower in supporting projects and tasks

Driving licence

B

Additional information

Participation in "simulimpresa" school project
Certificate of work safety course
Stage at "Obiettivo Lingua"

Mestre – Venezia, 15 May 2023

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