



Curriculum Vitae Europass

Personal Information

First name(s) **Beatrice**
/Surname (s) **RACOVITA**
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E-mail beatriceracovita04@gmail.com
Nationality italian
Date of birth 8/3/2004
Gender F

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

marketing department, international relations, foreign trade office, manager and advertising

Work Experience

dates (from - to) 30 May-24 June 2022
Occupation or position held oficina administrativa y comercial
Name and address of employer Simar - Societa' Metalli Marghera S.p.a. a Marghera (VE)
Type of business or sector purchase and sale of metals
Main activities and responsibilities purchase and sales, archiving, registration of incoming and outgoing orders, warehouse management

Education and qualification awarded

Dates (from-to) From September 2018 to June 2023
Type of qualification Diploma of Technical Institute - Economic Sector - Direction "Administration, Finance and Marketing" - Articulation "International relations for marketing". - 88/100
Main subjects covered or skills acquired International Relations, Marketing, Law, English, Spanish, French.
Name and address of organisation providing education and training IIS Luigi Luzzatti Via Perlan, 17, 30174 Venezia VE
Level of qualification EQF4

Personal skills and competences

Mother tongue(s)

italian

Other language(s)

English, Spanish, French and Romanian

Self-assessment

European Level (*)

Inglese**Francese****Spagnolo**

Understanding		Spoken		Writing
<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
B2	B2	B2	B2	B2
B1	B1	B1	B1	B1
		B2	B2	B2

(*) Quadro comune europeo di riferimento per le lingue

Communication skills li

Good communication skills acquired through school experience.

Good presentation skills.

Able to develop and maintain good human relations.

Ability to work autonomously and as part of a group.

Planning attitude.

Organisational/managerial skills and competences

Good ability to solve problems.

Good organizational skills.

Quick learning of tasks to perform.

Project management skills.

Leadership capacity.

Job-related skills

Have initiative to provide and/or evaluate alternative or novel solutions to problems, demonstrating flexibility and professionalism when considering different evaluation criteria.

Computer skills

Buen dominio del hardware de PC.

Buenas capacidades con el software de contabilidad.

Buenas capacidades en el uso del paquete de Microsoft Office.

Buenas capacidades en el uso de programas para editar fotos y videos.

Artistic skills

Other skills

Driving licence

Additional information

Mestre – Venezia, 15 May 2023

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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