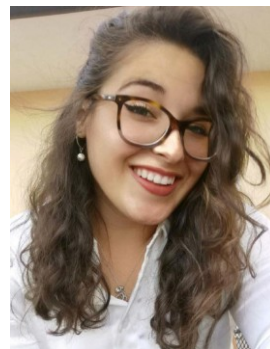


Curriculum Vitae Europass

Personal Information

First name(s) **Michelle**
 /Surname (s) **Bugno**
 Address (es) Via del Bosco
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 Fax
 E-mail bugnomichelle8@gmail.com
 Nationality italian
 Date of birth 22 October 2004
 Gender F



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

finance and marketing administration

Work Experience

dates (from - to) May/June 2024 stage

Occupation or position held intern

Name and address of employer Arianna, via Santa Caterina 17

Type of business or sector commercial study

Main activities and responsibilities preparation of documents for the processing of tax returns, reordering purchase invoices, storage of documents

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dates (from - to) from June to August 2022-2023-2024

Occupation or position held banconiera and waiter

Name and address of employer Xhulieta, via parco ferroviario 150

Type of business or sector restaurant

Main activities and responsibilities

Education and qualification awarded

Dates (from-to)	2017/2018					
Type of qualification	certificate of third year					
Main subjects covered or skills acquired	Learning to learn, Designing, Acting independently and responsibly Communication in the language of instruction and other languages, Digital skills, Reading, comprehension and text production					
Name and address of organisation providing education and training	Comprehensive Institute "Cesco Baseggio"					
Level of qualification =====						
Dates (from-to)	from June to August 2022-2023-2024					
Type of qualification	graduation					
Main subjects covered or skills acquired	Business economics: general accounting and marketing strategies Law: civil and administrative law, operation of the public administration Political economy: Italian tax system English: business Spanish: microlingual economics Administration and management					
Name and address of organisation providing education and training	IIS LUZZATTI GRAMSCI					
Level of qualification						
Personal skills and competences Mother tongue(s) Other language(s) Self-assessment European Level (*) Inglese Francese Spagnolo	italian					
	Albanian					
	Understanding		Spoken		Writing	
	<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>		
	A2	A2	A2	A2	A2	
	B1	B1	B1	B1	B1	
	(*) Quadro comune europeo di riferimento per le lingue					
	Communication skills li	preparation for work in the community and listening to other needs and problems				
	Organisational/managerial skills and competences	maximum management of time, with respect to deadlines with maximum profit				
Job-related skills	Social media management, data analysis and interpretation					
Computer skills	use office package, Google package					
Artistic skills						
Other skills						
Driving licence	being					

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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

Classe 5AG