



Curriculum Vitae Europass

Personal Information

First name(s) **Matilde**
/Surname (s) **Bortolato**
Address (es) Spinea
Telephone (s)/ Mobile (s)
Fax
E-mail matybortolato@gmail.com
Nationality Italian
Date of birth 04/10/06
Gender F

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

Marketing & Communication: Marketing Manager, Communication Officer, Social Media Manager.

Work Experience

dates (from - to) May 28, 2024-june 28, 2024
Occupation or position held Traineeship (stage)
Name and address of employer Customer reception and support;
window dressing;
atelier reorganization;
seamstress assistant;
outgoing sales support.
Type of business or sector Marialuisa Benetti sposa, Mestre (VE)
Main activities and responsibilities Wedding and formal dress atelier

Education and qualification awarded

Dates (from-to) 2020-2025
Type of qualification High school diploma - Indirizzo Tecnico Sistema Moda.
Main subjects covered or skills acquired Design and Creativity: Ideation and design of garments, accessories, and textiles.
Technical Skills: Knowledge of textile fibers, fabric production, dyeing processes, and finishing techniques.
Production Management: Organization, quality control, and ma
Name and address of organisation providing I.I.S. Luigi Luzzatti

education and training

Level of qualification

Level of qualification

Personal skills and competences

Mother tongue(s)

Italian

Other language(s)

Self-assessment

European Level (*)

Understanding		Spoken		Writing
<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
A2	B1	B1	B1	B1

Inglese

Francese

Spagnolo

(*) Quadro comune europeo di riferimento per le lingue

Communication skills li

Verbal Communication: proven ability to deliver clear and concise presentations.
Good organizational skills in setting up work to always arrive prepared.
Excellent skills in organizing my work, dividing it based on the skills of those who work with me.

Organisational/managerial skills and competences

Team Coordination: strong leadership skills with experience in coordination team projects.
Time Management: efficient in prioritizing tasks to meet deadlines.
Strategic Planning: experienced in setting goals and creating actionable plans.
Delegation: sk

Job-related skills

Power point creation, with software.
Thanks to the subjects studied at school, I acquired good sewing skills, in the creation of models for clothes, fashion sketches and drawings of all kinds and in managerial communication.
Use and good ability of the Au

Computer skills

Proficiency with Microsoft package (Word, Excel, Office), Canva, Google programs (Drive, Google Slides, Google Sheets, Classroom, Gmail, Google Docs).

Artistic skills

Creativity in sketching original designs and developing innovative concepts; Attention to detail in fabric selection, color matching, and garment finishing.
Ability to create sketches and technical drawings, by hand and with the Audaces platform.

Other skills

Safety courses held during the school years.
Classical and contemporary dance at a competitive level.

Driving licence

Additional information

=====

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 5MG