

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name	SARA LORENZON
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E-mail	Antonella.perco@alice.it
Nationality	Italian
Date of birth	09/07/2017
Sex	Female
Job applied for	tourist information office receptionist

**WORK EXPERIENCE**

- Dates (from – to)
  - Name and address of employer
  - Type of business or sector
  - Occupation or position held
  - Main activities and responsibilities
- From 30<sup>th</sup> June to 15<sup>th</sup> July 2016  
Zanutta s.p.a.  
Via Roma 32, Muzzana, Udine (Italy)  
Costumers' payment  
In charge of daily total amount of money

**EDUCATION AND TRAINING**

- Dates (from – to)
  - Name and type of organisation providing education and training
  - Principal subjects/occupational skills covered
  - Title of qualification awarded
  - Level in national classification (if appropriate)
- 2020 high school / secondary school certificate ISIS Bassa Friulana, Cervignano, Udine (Italy)  
Mark: 100/100.  
Language skills: Italian autonomous (mother tongue), English (level B2): speaking, listening.  
And good communication skills.  
European driving license: skills: word, excel, power point...)  
Dynamicity and solving programs skills

**PERSONAL SKILLS  
AND COMPETENCES**

*Acquired in the course of life and career  
but not necessarily covered by formal  
certificates and diplomas.*

MOTHER TONGUE

Italian

OTHER LANGUAGES

English

- Reading skills
- Writing skills
- Verbal skills

	ENGLISH	ITALIAN
LISTENING	C1	B2
READING	C1	B2
SPOKEN INTERACTION	C1	B2
SPOKEN PRODUCTION	C1	B2
WRITING	C1	B2

**SOCIAL SKILLS**

**AND COMPETENCES**

*Living and working with other people, in  
multicultural environments, in positions  
where communication is important and  
situations where teamwork is essential  
(for example culture and sports), etc.*

**ORGANISATIONAL SKILLS**

**AND COMPETENCES**

*Coordination and administration of  
people, projects and budgets; at work, in  
voluntary work (for example culture and  
sports) and at home, etc.*

**TECHNICAL SKILLS**

**AND COMPETENCES**

*With computers, specific kinds of  
equipment, machinery, etc.*

**ARTISTIC SKILLS**

**AND COMPETENCES**

*Music, writing, design, etc.*

**OTHER SKILLS**

**AND COMPETENCES**

*Competences not mentioned above.*

DRIVING LICENCE(S)

B2

**ADDITIONAL INFORMATION**

Activities with computer: power point, excel, word.  
CDL: examination of computer science.

## **ANNEXES**

[ List any attached annexes. ]