



**Europass  
Curriculum Vitae**



**Personal Information**

First name(s) / Surname(s)  
 Address(es)  
 Telephone(s)  
 Fax(es)  
 E-mail  
 Nationality  
 Date of birth  
 Gender

**Fabrizio Cattani**

via, A. De Gasperi, Casatico di Marcaria, 46010 MARCARIA (MN)  
 0376950548  
 3338254226  
 fabrizio.cattani@live.it  
 Italy  
 19/01/1991  
 Male

**Desired employment/  
Occupational field**

**Work experience**

Dates  
 Occupation or position held  
 Main activities and responsibilities  
 Name and address of employer  
 Type of business or sector  
 Dates  
 Occupation or position held  
 Main activities and responsibilities  
 Name and address of employer  
 Type of business or sector  
 Dates  
 Occupation or position held  
 Main activities and responsibilities  
 Name and address of employer  
 Type of business or sector  
 Dates  
 Occupation or position held  
 Main activities and responsibilities  
 Name and address of employer  
 Type of business or sector

10/2013 - 02/2014  
 Post-docs office in School in Social Sciences, University of Trento, collaboration of 150 hours with the following tasks: creation of databases with Excel, writing of announcements and record-keeping of documents.  
 Creation of databases with Excel, writing of announcements and record-keeping of documents.  
 Università degli Studi di Trento , Via Verdi 26 - TRENTO (TN) ITALIA  
 Secretary , public administration  
 10/2012 - 12/2012  
 Support users office with the following tasks: recovery, replacement and installation of PCs and other information systems.  
 Recovery, replacement and installation of PCs and other information systems.  
 Università degli Studi di Trento , di Briamasco - TRENTO (TN) ITALIA  
 Information systems, EDP , public administration  
 02/2010 - 02/2010  
 Accounts assistants.  
 Book-keeping of invoices, capital-assets and other documents.  
 Studio professionisti associati Ragioniere Balzanelli e Ragioniere Pavan S.S. , Via F. Turati, 31 - RODIGO (MN) ITALIA  
 Accounting , legal consulting/ administrative consulting/ accounting and book keeping  
 06/2009 - 06/2009  
 Accounts assistant.  
 Record-keeping of invoices.  
 Studio professionisti associati Ragioniere Balzanelli e Ragioniere Pavan S.S. , Via F. Turati, 31 - RODIGO (MN) ITALIA  
 Accounting , legal consulting/ administrative consulting/ accounting and book keeping

**Education and training**

Dates  
 2010 - 2013

Title of qualification awarded  
Name and type of organisation providing educational and training  
Level in national or international classification

ECONOMIA E MANAGEMENT  
Universita' degli Studi di TRENTO - Dipartimento di ECONOMIA e MANAGEMENT  
1st level degree - Degree/Bachelor

### Pre-university studies

Secondary school diploma: COMMERCIAL TECHNICAL CERTIFICATE  
School-leaving examination taken in (year): 2010  
Italian secondary school diploma

### Personal skills and competences

Mother tongue(s)  
Other language(s)  
Self-assessment  
*European level (\*)*

#### Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Independent	B2	Independent	B2	Independent	B2	Independent	B2	Independent
A2	Basic	A2	Basic	A2	Basic	A2	Basic	A2	Basic

(\*) Common European Framework of Reference for Languages

**English**  
**German**

### Linguistic experience(s)

#### Other experience not acknowledged by the course of study

Language: English  
Duration of studies in months: 1  
Foreign country where the academic studies were carried out: Abergele (Galles)

Social skills and competences  
Organisational skills and competences  
Technical skills and competences  
Computer skills and competences

**Operating systems:** Good  
**Programming languages :** Limited  
**Word processing:** Excellent  
**Electronic spreadsheet :** Excellent  
**Data base administrators:** Limited  
**Internet skills:** Excellent  
**Data transmission networks:** Limited  
**Web-site creation:** Good  
**Multimedia:** Excellent

Artistic skills and competences  
Other skills and competences

### Additional information

### Attachments

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