



Europass Curriculum Vitae

Personal information

First name / Surname **Alberto Sciretti**
Address
Mobile
E-mail sciretti.alberto@sciretti.it
Nationality Italian
Date of birth 10/07/1979
Gender Male

Work experience

Dates	from 28/07/2014 to (still in progress)
Occupation or position held	Accounts clerk
Main activities and responsibilities	Deliver an efficient processing service for accounts payables transactions
Name and address of employer	Finance Division and School of Clinical Medicine, University of Cambridge
Type of business or sector	University
Dates	from 05/08/2013 to 22/04/2014
Occupation or position held	Administrative assistant
Main activities and responsibilities	This role involves providing a high quality, patient focused, efficient and complete administrative and secretarial support service within the Transplant Unit .
Name and address of employer	Papworth Hospital NHS Foundation Trust
Type of business or sector	NHS
Dates	from 15/10/2012 to 30/04/2013
Occupation or position held	Administrative assistant
Main activities and responsibilities	Support a clinical trial (Artificial Pancreas)
Name and address of employer	Department of Paediatrics, University of Cambridge, Addenbrooke's Hospital
Type of business or sector	University
Dates	A total of 4 years and 2 months (between 2003 to 2010)
Occupation or position held	temporary administrative assistant
Main activities and responsibilities	human resources management (14 months); fundraising for research (5 months); accounting support (20 months); educational offer (11 months)
Name and address of employer	Ca' Foscari University of Venice - Dorsoduro 3246 - 30123 Venice (44 months) The University of Padua , Via Prosdocimo Beldomandi, 1, 35137 Padua, Italy (6 months)
Type of business or sector	University

Education and training

Dates	2012-13
Title of qualification awarded	Courses with certificate "Athens and the fifth-century intellectual revolution" (from Sept to Nov 2012), "The medieval village landscape, 1000 – 1500 AD" (from Sept to Nov 2012) and "Creative writing: an introduction to life writing" (from Jan to Feb 2013)
Name and type of organisation providing education and training	University of Cambridge - Institute Continuing Education
Level in national or international classification	Non-accredited
Dates	2009/10 (from Oct 2009 to Oct 2010)
Title of qualification awarded	Master in Labour Law (result 57/60)
Principal subjects/occupational skills covered	This course trains experts in labour law with a strong legal grounding and expertise in industrial relations as well as personnel administration and management.
Name and type of organisation providing education and training	Ca' Foscari University of Venice - Dorsoduro 3246 - 30123 Venezia
Level in national or international classification	Master which involved one year of full-time study
Dates	2007 - 2011
Title of qualification awarded	Exams at the Faculty of Law of the University of Padua
Principal subjects/occupational skills covered	Public Law (24/30) (Feb 2007), Medieval and modern legal history (19/30) (Sep 2007), Philosophy of Law (26/30) (June 2008), History of Venetian law (30 with highest honor/30) (Sep 2008), Public Accounting (30/30) (Oct 2008), Administrative law (19/30) (July 2011)
Name and type of organisation providing education and training	University of Padua - via 8 Febbraio, 2 - 35122 Padova
Level in national or international classification	University exams
Dates	From Sep 1998 – to Apr 2006
Title of qualification awarded	Master's degree (with highest honor - Summa cum laude 110 L /110)
Principal subjects/occupational skills covered	The course provides a highly specialized training in medieval, modern and contemporary European history. Historical events and processes are framed within their own specific context (e.g., history of the Venetian Republic) as well as in a wider setting, aiming at a thorough understanding of societal evolution.
Name and type of organisation providing education and training	Ca' Foscari University of Venice - Dorsoduro 3246 - 30123 Venezia
Level in national or international classification	Master's Degree
Personal skills and competences	
Mother tongue(s)	Italian
Other language(s)	English <ul style="list-style-type: none">English course full-time ESOL Level 1 at Cambridge Regional College (start date 9th January 2012 - end date 29th June 2012).English course part-time ESOL Level 2 at Cambridge Regional College (start date 17th Sep 2012 - end date 28th June 2013)

Computer skills and competences	Very good general knowledge of computer use, e-mail and World Wide Web. Excellent knowledge of specific programs for graphics and video, such as Adobe Photoshop™ and Adobe Premiere™. ECDL - European Computer Driving License n.733632 achieved on 11/11/2005 at the Ca' Foscari University of Venice.
Other skills and competences	Certificate of attendance and passing of the training course on first aid for 40 hours, organized by the Mercy of Venice under the patronage of the Municipality of Venice and ULSS 12 Veneziana received 11/12/2006; Certificate of attendance and passing of the training course on equal opportunities for 70 hours "Women, politics and institutions - training for the promotion of general education and equal opportunities" held at the University Ca' Foscari of Venice from 19/09/2008 to 23/12/2008 under the patronage of the Prime Minister.
Driving licence	Category B

Cambridge, June 2015.