

PERSONAL INFORMATION **Marco Toccafondi**

📍 Via del Tabernacolo 3, 59100 Prato (Italy)

📞 (+39)3334256191

✉ MarToc@libero.it

WORK EXPERIENCE

03/02/2017–07/03/2017 **Intern**

Tekna s.n.c, Prato (Italy)

assembling and wiring industrial electrical panels

02/02/2018–04/04/2018 **Intern**

Tekna s.n.c, Prato (Italy)

assembling and wiring industrial electrical panels.

-Installation of electrical panels on systems

Clothing specialised seller

Toccafondi Lorenzo

-Shop assistance

-Cashier

EDUCATION AND

TRAINING 2013–2017

ITIS T. Buzzi, Prato (Italy)

-English

-Work safety bases

-Assembly and wiring bases

2017–2019 **Electric operator certificate**

IPSIA G. Marconi

- research and maintenance techniques.

- Interpretation of industrial panel layouts.

- Installation and wiring of electrical systems

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

- Good communication skills acquired in the family business as a salesman.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Basic user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Good knowledge of the Office package.

