



Date of birth: **10/10/1978**  
 Place of birth: PRATO (PRATO)  
 Nationality/ citizenship: Italy  
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 Age: 36

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ID: **104342985** | updated on **24/10/2014**

### Work experiences

09/2012  
 TODAY

**ALPI SERVIZIO MODA**, PRATO (PO) (textile, clothing and manufacture)  
**DELEGATA DEL RAPPRESENTANTE FISCALE CELINE SA**  
**RESPONSABILE DOCUMENTAZIONE C.I.T.E.S.** (Organization)

**Main activities and responsibilities:** RESPONSABILE REPARTO C.I.T.E.S. PRODOTTI ESOTICI  
 CONTROLLO DOCUMENTAZIONE IN ENTRATA E GESTIONE RICHIESTE A FORESTALE ITALIANA PER EXPORT PRODOTTI ESOTICI.  
 GESTIONE RICHIESTE A FORESTALE FRANCESE PER BOUTIQUE DI PARIGI.  
 GESTIONE DOCUMENTAZIONE DOGANALE EXPORT C.I.T.E.S.

**Acquired skills and achieved objectives:** CONOSCENZA DELLE PROCEDURE C.I.T.E.S. IMPORT ED EXPORT  
 RESPONSABILE DEL SETTORE  
 STAGE PROFESSIONALE A PARIGI

06/2011  
 09/2012

**ALPI SERVIZIO MODA**, AGLIANA (PT) (transport)  
**RESPONSABILE MAGAZZINO SERVIZIO LOGISTICA E SPEDIZIONI** (Organization)

**Main activities and responsibilities:** GESTIONE E CONTROLLO PROCESSO INBOUND E OUTBOUND. GESTIONE E CONTROLLO  
 PERSONALE COOPERATIVA. RELAZIONE MENSILE FATTURAZIONE E COSTI. RESPONSABILE APERTURA E CHIUSURA MAGAZZINO  
 E ATTIVITA' DI MANUTENZIONE DELLO STESSO E DEI MACCHINARI.

**Acquired skills and achieved objectives:** GESTIONE COMPLETA MAGAZZINO LOGISTICA E SOFTWARE RELATIVO

10/2010  
 06/2011

**MAGLIFICIO DENNY SAS**, PRATO (PO) (textile, clothing and manufacture)  
**FRONTOFFICE E BACKOFFICE COMMERCIALE ITALIA ED ESTERO** (Customer service)

**Main activities and responsibilities:** ACQUISIZIONE ORDINI, INSERIMENTO ORDINI, GESTIONE SPEDIZIONI, GESTIONE RETE  
 RAPPRESENTANTI, GESTIONE CAMPAGNE PUBBLICITARIE E SFILATE  
*Employed as: office worker indeterminate length contract*

**Other notes:** PARTECIPAZIONE A FIERE DI SETTORE

10/2005  
 10/2010

**ELLENTEX**, PRATO (PO) (other services)  
**BACKOFFICE UFFICIO COMMERCIALE ITALIA E ESTERO** (R&D and patents)

**Acquired skills and achieved objectives:** GESTIONE UFFICIO COMMERCIALE  
*Employed as: office worker indeterminate length contract*

04/2005  
 09/2006

**LANIFICIO BARTOLINI SESTILIO**, PRATO (PO) (other services)  
**CENTRALINO/RECEPTION** (Organization)

**Main activities and responsibilities:** centralino/reception7smistamento documenti/invio posta  
*Employed as: office worker fixed-length contract*

05/2003  
 02/2004

**MEDICALTECNICA S.N.C.**, S.DONNINO (FI) (commerce, hotels, public activities (chemists shop included))  
**IMPIEGATA** (Organization)

**Main activities and responsibilities:** INSERIMENTO DATI/CENTRALINO  
*Employed as: office worker fixed-length contract*

**Other notes:** IMPIEGATA 5° LIVELLO SOSTITUZIONE MATERNITA'

02/2003  
 02/2004

**POINTEX**, CAPALLE (PO) (other services)  
**CENTRALINO/RECEPTION** (Organization)

*Employed as: office worker fixed-length contract*

**Other notes:** dal 10/04/2004 al 15/05/2005 impiegata commerciale estero

07/2002  
 01/2004

**S.G.R. divisione industriale**, MONTEMURLO (PO) (chemistry, metal-mechanical engineering, mechanical engineering, electronic  
 engineering, manufacturing, installation and maintenance of materials and electrical devices)  
**RESPONSABILE DEL SISTEMA DI GESTIONE PER LA QUALITA' ISO 9001:2000** (Management/Managerial control)

**Main activities and responsibilities:** RESPONSABILE DEL SISTEMA DI GESTIONE PER LA QUALITA' ISO 9001:2000/AUDITOR  
 INTERNO

*Employed as: contract work for companies at home consulting/collaboration*

**Other notes:** PART-TIME

12/2000  
 12/2000

**SALVADORI TELEVISIONE**, PRATO (PO) (commerce, hotels, public activities (chemists shop included))  
**CASSIERA** (Sales)

**Main activities and responsibilities:** RESPONSABILE CASSA E COMMESSA  
*Employed as: contract work for companies at home consulting/collaboration*

**Other notes:** cassiera e commessa banco  
 lavoro stagionale

12/1999  
 05/2000

**SEPHORA**, CAMPI BISENZIO (FI) (commerce, hotels, public activities (chemists shop included))  
**COMMESSA** (Sales)

**Main activities and responsibilities:** assistenza clienti

other information

lavoro stagionale  
Employed as: contract work for companies at home consulting/collaboration

Currently employed: Yes  
Work experience made during studies: Yes

Academic studies

2005



Certified Cv

Master degree obtained on 23/02/2005  
**Università degli Studi di FIRENZE**  
**Facoltà di LETTERE e FILOSOFIA**  
**Course of study: FOREIGN LANGUAGES AND LITERATURES**  
Specific field of the degree course: STORICO-CULTURALE

**Final degree mark: 110/110**

Age at graduation: 26 | First academic year of enrolment: 1997 | Official time limit for the degree course (years): 4

**Dissertation/thesis title: THE PRECIOUS GIFT TO SPEAK THOUGHTS IN POETRY: LA POESIA DI EMILY BRONTE**

Dissertation/thesis subject: LETTERATURA INGLESE | Effort 10 months

Type of dissertation/thesis: ALTRA TIPOLOGIA

Future plans and aspects of the job sought

Preferred branch (first choice): publishing  
Preferred branch (second choice): environmental protection  
Preferred branch (third choice): education  
Preferred district to work in: 1. PRATO  
Business travel: yes, even frequently (without transfer of residence)

**Sector of interest**

Technical assistance: 1/4  
Management control: 3/4  
Legal office: 1/4  
Marketing, communication, public relations: 1/4  
Organisation and planning: 4/4  
Human Resources: 4/4  
Manufacturing: 2/4  
Research and development: 4/4  
Information systems, EDP: 2/4  
Purchasing: 1/4  
Logistics and supply: 2/4  
Secretariat and general affairs: 4/4

Foreign language skills

**Mother tongue(s)** Italian

**Europass classification** - Europass level



English

French

German

Spanish

Overall	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
<b>Excellent</b>	<b>C2</b> Proficient	<b>C2</b> Proficient	<b>C1</b> Proficient	<b>C1</b> Proficient	<b>C2</b> Proficient
<b>Excellent</b>	<b>C1</b> Proficient	<b>C2</b> Proficient	<b>C1</b> Proficient	<b>B2</b> Independent	<b>C1</b> Proficient
<b>Fair</b>	<b>A2</b> Basic	<b>B1</b> Independent	<b>A2</b> Basic	<b>A1</b> Basic	<b>A1</b> Basic
<b>Excellent</b>	<b>B2</b> Independent	<b>C1</b> Proficient	<b>B2</b> Independent	<b>B1</b> Independent	<b>B1</b> Independent

Europass classification is based on 6 increasing levels: A1, A2, B1, B2, C1, C2

Diplomas and certificates

**English** 23 Feb 2005, C2

**French** 30 Jul 1994, C1

**Notes**

CERTIFICATE SALISBURY SCHOOL OF ENGLISH

Information technology skills

**Generic skills**

**Operating systems:** Good  
**Word processing:** Excellent  
**Data base administrators:** Good  
**Data transmission networks:** Fair

**Programming languages :** Good  
**Electronic spreadsheet :** Good  
**Internet skills:** Excellent  
**Multimedia:** Good

Studies and experiences abroad

**Personal initiative (VIAGGIO CULTURALE)**  
Place: IRLANDA | Language: English | Duration: 1 (months)

**Personal initiative (CORSO DI LINGUA)**

<b>2012</b>	Place: <b>GERMANIA</b>   Language: German   Duration: 1 (months)
	Place: <b>PARIGI (France)</b>   Language: French   Duration: 1 (months)
<b>2011</b>	<b>Personal initiative (VIAGGIO CULTURALE)</b> Place: <b>BARCELLONA (Spain)</b>   Language: Spanish   Duration: 1 (months)
<b>1995</b>	Place: <b>ST. LOUIS (United States of America)</b>   Language: English   Duration: 1 (months)

## Achievements

### Qualifications

**30/05/2002**     **ISO 9001-2000**

### Credits

**23/04/2012**     **PRIMO SOCCORSO AZIENDALE**  
**Result: POSITIVO**

**24/09/2006**     **DIPLOMA**  
**Result: POSITIVO**

**08/03/2004**     **CAPACITA' MANAGERIALI**  
**Result: ATTESTATO FREQUENZA**

**03/04/2002**     **SA 8000 CERTIFICAZIONE ETICA**  
**Result: ATTESTATO FREQUENZA**



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