

Giulia Alberti di Catenaja

24/04/1991

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PROFILE

Determined and self-motivated- successfully responded to challenges of my studies and work experiences.

Adaptability, passion for learning and ability to continue to grow are my best soft skills.

Problem solving and critical observation are those skills in continuous progress that have applications in all areas of my life, both professional and personal.

WORK EXPERIENCES

September 2016- in progress **Lloyd's Register - Milan**

Inside Sales Assistant

- Back office activities, supporting Sales Team, managing leads and contacts, preparing and submitting bids and tenders. I am also the Salesforce Data Quality Responsible for Italy and Croatia.

Developed skills: identifying business opportunities, organizational and sales skills, working under pressure, team-work.

February 2016- August 2016 **Lloyd's Register – Milan**

Sales and Marketing Trainee

- Data collection, understanding CRM principles, supporting the drafting of offers and documents, client care. Furthermore, I support the Marketing Executive in updating website content, coordinating marketing activities related to events and seminars.

Developed skills: inter-personal skills, multi-tasking, team work

2011 - 2014

- Waitress in a Bar Lounge Restaurant Ketumbar in Rome.

Developed skills: interpersonal skills, working under pressure, cash operations, client receptions.

EDUCATION

- Training Course “**Effective Presentations**” by A. Sergi – Think Loud
- Training Course “**Sales and Time Management**” by G. Gagiottini – CS Group
- Training Course “**ISO 50001 Understanding and Interpretation**” by D.Sogni – LRQA

Oct 2015-Dec 2016 **UNIFORM GROUP - Rome**

Uniform - Experts in Management System Standard in Quality, Environment, Energy, Safety

Contents include: training on issues related to certification for Quality, Environment and Safety over a deepening of cross-cutting issues particularly relevant and very useful for professional development related to SA8000, Privacy, Basel 2, 231/01 and ENERGY, in order to develop the strategic and management skills needed to create and manage integrated quality systems.

Certificates of completion given at the end of the course:

- Master Quality Certificate ®

- Certificate Designer and Evaluator Quality Systems
- Certificate Course ANGQ Auditor / Managers Group Audit Quality Management Systems qualified CEPAS
- Certificate Designer and Evaluator Environment Systems
- Certificate environmental and waste management legislative verification
- Certificate Designer Consultant Health and Safety at work (Quality of Work) Management Systems
- Certificate Consultant Designer Privacy
- Certificate Systems Engineer Evaluator SA 8000
- Certificate Designer and Evaluator in the management model Decree. N. 231/2001 and Basel 2

October 2012 – April 2015 **Roma Tre University - Rome**

Master's degree in Economics and Management, Course of study: Entrepreneurship and Innovation

Final Mark 110/110

Thesis in Ethics and Economics: “Leadership and competitive advantage in the corporate social responsibility: new developments on the figure of CSR managers”

2011/2012 **Universiteit Van Amsterdam (UVA) - Amsterdam**

Erasmus Exchange Program

Subject included: Industrial Organization, Business Development, Marketing.

October 2009 – October 2012 **Roma Tre University - Rome**

Bachelor Degree in Business Economics

Final Mark 95/110

Thesis in Business Management: “Corporate Social Responsibility: Barilla Centre for Food & Nutrition”

SKILLS and ACHIEVEMENTS

Organizational and Managerial Skills: Excellent reasoning skills developed during my university studies, in which I also acquired team work and collaboration skills such as listening skills and comparisons, accuracy, tolerance, working on different projects - Marketing, Management Business Ethics, Corporate Organization - always managing to achieve excellent results.

Adaptability to different multicultural and multilingual experience thanks to my Erasmus experience. Strong communicative and expressive skills, excellent problem solving skills, stress resistance, attention to detail, continuous learning acquired during the master and the current working context.

Computing Skills: Proficient in the use of MS Office. Good in the use of **Salesforce®**, Basic knowledge of Google Analytics.

Language Skills: Italian (mother tongue), English (Fluent), Spanish (Elementary)

Certifications: Level B2 – British Council and Level A1 – Basic Spanish at CLA (Roma Tre)

ADDITIONAL INFORMATION

Books addicted. I have been practised swimming for almost 15 years.

I have worked as extra in *Allacciate le cinture* by Ferzan Ozpeteck. I have been voluntary member of the ONLUS *La ronda della Solidarietà*, in Rome.

I hereby authorise the use of my personal details solely for circulation within the company.