

Curriculum Vitae



Personal information

First name(s) / Surname(s) **Silvia Costa**
Address(es) Via Dino Buzzati, 9/9, Montebelluna – TV -Italy
Telephone(s) Mobile: +39 3403848104
E-mail csilvia215@gmail.com
Nationality Italian, living in Treviso
Date of birth 29/02/1984
Gender Female

Desired employment / Occupational field

Sales area, customer care area or import/export

Work experience

Dates	December 2014 onwards
Occupation or position held	Sales Executive
Main activities and responsibilities	Customers portfolio management, research and customers acquisition, orders-handling in each step (from processing to shipment), drafting quotations, study and planning of new products on customer demands. Purchase orders (mostly Far East market), customer care. Being an small/medium-sized company, I had also the opportunity to develop other skills beyond those strictly linked to sales, such as debt collection and production planning.
Name and address of employer	Fasten Italia s.r.l._Vedelago – TV - Italy
Type of business or sector	Zippers and carbon composit manufacturer
Dates	February 2014 – November 2014
Occupation or position held	Sales Executive
Main activities and responsibilities	Customers portfolio management, research for new customers by calling and web research , orders-handling in each step (from processing to shipment), drafting quotations in agreement with the sales manager. Assistant and translator for sales manager in transfers to customers in central and eastern Europe. Accounting and administration management in the branch office located in Kelibia, Tunisia.
Name and address of employer	Michieletto srl_Castelfranco Veneto – TV – Italy
Type of business or sector	Cabins for livestock animals manufacturer
Dates	January 2009 – January 2014
Occupation or position held	Insurance compensation services provider
Main activities and responsibilities	Customers portfolio management, management of extra judicial practices, from customer reception, instruction of the practice, to the definition of the damage. Assistant to the agency manager.
Name and address of employer	Infortunistica Baraldi & Co. – Cornuda - TV – Italy

Type of business or sector Insurance and compensation damages

Dates December 2006 – March 2011

Occupation or position held Shop assistant in Undercolors of Benetton

Main activities and responsibilities sales, cash desk, warehouse

Name and address of employer Base 2 srl – TV – Italy

Type of business or sector Sales

Education and training

Dates 2003 – not finished

Title of qualification awarded Faculty of Law, Padua University

Dates 1998 – 2003

Title of qualification awarded Linguistic High School Diploma – Veronese High School – Montebelluna – TV – Italy

Mother tongue(s) Italian

Other language(s)

Self-assessment
European level (*)

English

French

German

Spanish

Understanding		Speaking		Writing			
Listening		Reading		Spoken interaction		Spoken production	
Independent user	Independent user	Independent user	Independent user	Independent user	Independent user	Independent user	Independent user
Independent user	Independent user	Independent user	Independent user	Independent user	Independent user	Independent user	Independent user
Basic user	Basic user	Basic user	Basic user	Basic user	Basic user	Basic user	Basic user
Basic user	Basic user	Basic user	Basic user	Basic user	Basic user	Basic user	Basic user

Social skills and competences Team work
Communication skills
Initiative
Organization and planning skills
Customer service orientation
mediating and intercultural skills

Organisational skills and competences Whilst working for Michieletto group in Tunisia and in transfers across eastern Europe, whilst working in Fasten Italia coordinating Croatian branch and purchasing from Far East countries.

Computer skills and competences Microsoft Office programmes

Artistic skills and competences Replace this text by a description of these competences and indicate where they were acquired.
(Remove if not relevant, see instructions)

Other skills and competences Replace this text by a description of these competences and indicate where they were acquired.
(Remove if not relevant, see instructions)

Driving licence Italian driving license (car)

ADDITIONAL INFORMATION Creating handmade artworks, enjoy nature and running, sharing time with foreign people, surfing on the net to discover news and other cultures styles, love to travel and experience different cultures.