Personal Data

Ms. Eleonora Colandonio

Born in Vittoria (RG), Sicily, IT

Home address: 210–55 Oakmount Rd – Toronto, ON, M6P 2M5

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Education

January 2012 Member of Rome Chartered Accountant.Registration number: AA\_010878

Member of Certified Auditors. Registration number: 167018

 (Equivalent to ACCA)

2005 – 2007 Masters Degree in Business Economics

University “La Sapienza” of Rome

Final vote: 110/110*cum laude*

2002 – 2005 Bachelor Degree in Economics Finance and Law for Business Management

University “La Sapienza” of Rome

Final vote: 110/110*cum laude*

1997 – 2002 High School Diploma

Liceo Scientifico Stanislao Cannizzaro- Vittoria (RG**)**

Final vote: 100/100

## Work Experience

Jan 2015-Present Freelancer - Translations English/Italian and viceversa

 Private English lessons

March 2016-Present Trattoria Nervosa – Yorkville – Toronto, Ontario

 Internal resources managing

May 2016- October2016 Aurora importing and Distributing Ltd - Mississauga (ON)

 Logistic coordinator, purchasing assistant

 Preparing containers form Italy, dealing with the forwarders company,

 Scheduling delivery time, dealing with customs and brokers

Nov 2014-Feb 2016 Company of construction- Colandonio Salvatore - Vittoria (RG), Italy

 Bookkeeper; Administrative Manager;

 Manager of internal and external resources

Nov 2013-Nov 2014 Dimmi bar and restaurant (Yorkville) – Toronto, Ontario

 Internal resources managing

May2013-Nov2013 Dimmi bar and restaurant (Yorkville) – Toronto, Ontario

 Server

Sept 2011 –Nov 2012 KPMG Spa **-** Transaction and Restructuring Services - Rome, Italy

Permanent - Contract

Performing Financial Due Diligence, and advisory on transaction issues (Private Equity and Corporate)

Nov 2007-Sept 2011 KPMG Spa - Audit **-** Rome, Italy

Permanent - Contract

Balance Sheet Audit and Account Check, carried out for listed and not listed companies

KPMG Spa - Consultancy **-** Rome, Italy

2000– 2002 Company of construction - Colandonio Salvatore - Vittoria (RG), Italy

Experience in my family’s company in the sales field; dealing with customers; advising customers and answering any questions; arranging orders and deliveries.

**Skills and attributes Languages:**

Italian - Mother tongue

English - Fluent with Ielts: score 6.5

French - TCF (Test de connaissance du français). Level: B2 (Advanced Intermediate)

German - Private tuition for a period of five months

 **Software and Applications:**

MS Word, Excel, PowerPoint, Access, Outlook, Internet Explorer, SAP

####  Interests:

Volleyball - Involvement in regional championships

Music - A ten-year study of the piano and involvement in local and national singing competitions, getting brilliant results

Drama - Acting courses

Charity - Casa Azzurra Onlus

Educator - Azione Cattolica Ragazzi

 **Aptitudes:**

Creativity, determination to reach goals, excellent capacity to manage relationships with interlocutors, aptitude for problem solving and team work, focus on client’s needs, ability to work under pressure and excellent attention to detail.

 I work very well under pressure and I respect meticulously any timeline.

**Certifications:** Smart Serve

**Prizes/Awards**

2008 Prize “Leggio d’oro” Endas 2008

Participation at the National Dubbers event

2002 – 2007 Education Department - Province of Ragusa

 Conferment of five yearly grants for university achievements

1998 Mathematical Olympiad in Bari

 Achievement of II place at a national level

1996 Music Academy - Conservatorio Musicale “Bellini” in Catania

Achievement of the final qualification in music theory and sol-fa

**Licence**

 Driver’s licence (full G)

**Eleonora Colandonio**