

# SONIA GIOVINAZZO

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- BORN 01 APRIL 1977 - TORONTO, CANADA
- CITIZENSHIP CANADIAN - ITALIAN
- [GIOSONI@HOTMAIL.COM](mailto:GIOSONI@HOTMAIL.COM)



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## EDUCATION

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2006	<b>Bocconi University</b>	Milan, Italy
<b>B.B.A</b>		
<ul style="list-style-type: none"><li>• International Corporate Financial Management</li></ul>		
1996	<b>Oakwood Collegiate Institute</b>	Toronto, Canada
<b>Diploma</b>		
<ul style="list-style-type: none"><li>• High School – with honours</li></ul>		

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## PROFESSIONAL EXPERIENCE

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1998 – present	<b>Freelance</b>	Milan, Italy
<b><u>Business English Training/Key Account/Executive Assistant</u></b>		
<ul style="list-style-type: none"><li>• Corporate English language courses</li><li>• Translator (certified)</li><li>• Interpreter (simultaneous, etc.)</li><li>• Consultant/Coaching Presentations/Executive Assistant</li><li>• Hostess for Conferences and Congresses (ECM) and Trade Fairs</li><li>• Clients – <b>Robert Bosch, Prada, Arab Consulate, Xerox, AGIP, FS, NCR, Substipharm, Bayer, Grunenthal, Bridgestone, Varta</b></li></ul>		
June 2008	<b>Wika Italiana Srl</b>	Arese, Italia
<b><u>Accounts Payable/Executive Assistant</u></b>		
<ul style="list-style-type: none"><li>• Maternity replacement</li><li>• Supplier Invoice management</li><li>• Computer Entry (Axapta) and payment of invoices</li><li>• Customer Service (telephone enquiries)</li></ul>		
1995 – 1998	<b>Costa Blanca</b>	Toronto, Canada
<b><u>Area Manager/Store Manager</u></b>		
<ul style="list-style-type: none"><li>• Ladies' Clothes Shop</li><li>• Merchandising/Visual – shop and window</li><li>• Stock/inventory/reorders/theft</li><li>• Daily, weekly, monthly Reports for headquarters</li><li>• Customer service/Sales/Sales budget</li><li>• Management of Sales staff</li></ul>		

## LANGUAGES

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- **English** – native language
- **Italian** – excellent spoken and written
- **French** – very good spoken and written
- **Spanish** – good spoken and written
- **Arabic** – basic
- **German** – basic

## IT SKILLS

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- **Microsoft Office** – Word, Excel, PowerPoint
- **Graphic Design** – Photoshop, Adobe Illustrator
- **Software Translations**

## PERSONAL FEATURES/CHARACTERISTICS

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- **Relations** - Cheerful, optimist, team work
- **Objectives** –Self-motivated, determined, ambitious
- **Work** –Well-organized, reliable, dynamic

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