

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	ROMANAZZI ELEONORA
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Nationality	Italian
Date of birth	02/08/1983

WORK EXPERIENCES

- Dates (from – to) February 2008 – present
- Name and address of employer **CIRCOR PIBIVESSE**
- Type of business or sector Oil & Gas – manufacturing of trunnion mounted ball valves
- Occupation or position held Project Manager PMP® – PMO
- Main activities and responsibilities Working in the Project Management Office as a Project Manager, dealing mainly with orders management starting from P.O. award until the completion of the supply.
Main responsibilities: Purchase Order management and Project scope management; internal job settings and modifications to the scope of supply into the system; focal point in all the correspondence with customer and in the arrangement and coordination of internal meeting with the appointed Project Team as well as expediting meeting and conference calls with customer; in charge of expediting towards company departments so as to grant activities completion according to the defined project schedule; in charge of issuing Purchase Order to actuators suppliers and managing the expediting so as to meet the contractual delivery date.

- Dates (from – to) During 2014
- Name and address of employer **Studio Ferrante Aporti**
- Type of business or sector Services Provider
- Occupation or position held Freelance translator
- Main activities and responsibilities Translation of the texts for the realization of the websites:
www.studioferranteaporti.it and www.robiniestudio.it

- Dates (from – to) December 2013 – January 2014
- Name and address of employer **N.A.B.A.**
- Type of business or sector Private academy
- Occupation or position held Freelance Translator
- Main activities and responsibilities Translation of internal procedures and company documentation for HSE trainings

- Dates (from – to) During 2008 and 2009
- Name and address of employer **WONDERARTS** (www.wonderarts.com)
- Type of business or sector Website realization and intranet web based applications
- Occupation or position held Periodic collaboration as a freelance for the translation of medical texts from English to Italian for the website www.manorobotica.it
- Main activities and responsibilities

- Dates (from – to) January 2007- February 2008
- Name and address of employer Wall Street Institute
- Type of business or sector Private English School
- Occupation or position held Receptionist, Personal Tutor and Corporate Management
- Main activities and responsibilities
 - Reception Manager: managing and organizing the school switchboard, along with all the services provided by the school, such as lessons booking and students personal plans management, other than students data-base and school courses planning.
 - Tutoring: managing and monitoring students personal courses plans; didactic support: individual grammar lessons, conversations (both individual and in groups) with students having any language level.
 - Corporate Management: managing and planning companies group courses held at customers' premises (DHL, D&G, Carl Zeiss...) and/or at the school; students plans monitoring; teachers' agenda planning; managing all the official communications among companies and school as well as all the procedures leading such courses.
 - English Teacher: one-to-one company course with WSI method.

EDUCATION AND TRAINING

- Dates (from – to) February 2014
 - Name and type of organization Alta Formazione Roma Explorer
 - Title of qualification awarded On-line course for web translators
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- Dates (from – to) During 2013
 - Name and type of organization Fullservice Center
 - Title of qualification awarded *“La professione del traduttore letterario”* - On-line course on literal translation. Translation realized and completed in 2013 and relevant text published in 2014 by Fullservice Center, Via Matricardi, 41 - 00149 Roma.
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- Dates (from – to) September 1997 to July 2002
 - Name and type of organization I.T.C.G. Maggiolini (Parabiago)
 - Principal subjects Perito Aziendale e Corrispondente in Lingue Estere
E.R.I.C.A. (Educazione alla Relazione Interculturale nella Comunicazione Aziendale)
 - Title of qualification awarded Diploma (71/100)

OWNED CERTIFICATIONS

- Dates (from – to) March 2015
 - Name and type of organization Project Management Institute
 - Title of qualification awarded **PMP® - Project Management Professional Certification**
(License n° 3172171E1)
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- Dates (from – to) December 2008
 - Name and type of organization British Council
 - Title of qualification awarded **‘C.P. E.’ Certificate in Proficiency English**
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- Dates (from – to) June 2007
 - Name and type of organization British Council
 - Title of qualification awarded **‘C.A. E.’ Certificate in Advanced English**
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- Dates (from – to) June 2005
 - Name and type of organization **British Council**
 - Title of qualification awarded **‘F.C.E.’ First Certificate in English**

• Dates (from – to)	March 2002
• Name and type of organization	British Council
• Title of qualification awarded	'P. E.T.' Preliminary English Test

**PERSONAL SKILLS
AND COMPETENCES**

MOTHER TONGUE **ITALIAN**

OTHER LANGUAGES

	ENGLISH	SPANISH	FRENCH
• Reading skills	EXCELLENT	GOOD	GOOD
• Writing skills	EXCELLENT	GOOD	GOOD
• Verbal skills	EXCELLENT	GOOD	GOOD

**SOCIAL SKILLS
AND COMPETENCES**

Ample social capacities and facilities to initiate, communicate, interact and maintain positive social relationships with others in work and life.
Capacity to recognize and respect beliefs, cultures, traditions, principles and opinions of others.
Capacity to work in team and multicultural environments and dealing with foreign people and their cultures.

PERSONAL SKILLS

Self-management; self-motivation; commitment; tolerance and respect

**ORGANIZATIONAL SKILLS
AND COMPETENCES**

Project Management skills for large-scale projects.
Knowledge acquired through a dedicate course hold by PMLab - PMI® and consolidated through the award of the relevant certification PMP® - Project Manager Professional
Planning, expediting, organization, leading, decision-making, problem solving, monitoring, time-managing, team engaging.

**TECHNICAL SKILLS
AND COMPETENCES**

Microsoft Office
AS400
Laserfiche
ECDL

COMMUNICATIONS SKILLS

Strong human relations, public speaking, writing and motivational skills. Ability to Effective verbal and written communication skills and ability to conceptualize and communicate concepts also through interpreting and translation.
Effective listening skills.
Fluid and dynamic in interpersonal communication

DRIVING LICENCE(S)

B (I have my own car)