

BEATRICE CAVALLERI

Flat 10-02, Newton One, 1 Newton Rd 307943
Mobile: +65 81246492, Email: beatrice.cavalleri@gmail.com

KEY COMPETENCIES

- **18+ years working experience as Interpreter and Translator (Fluent in Chinese, Italian, English, Spanish and French)**
- **Relevant experience in handling negotiations between MULTICULTURAL groups and in leading cross-functional teams.**
- **15+ years INTERNATIONAL working experience with responsibility in Talent Acquisition, Performance Assessment, Training and Executive Coaching.**
- **3+ years experience in designing and delivering Language courses to both private and corporate students**
- **Cultural Director and Board Member of the Italian Association of Singapore (A no - profit company aiming at promoting the Italian Culture and Lifestyle in Singapore)**

WORKING EXPERIENCES

HEAD OF THE ITALIAN LANGUAGE DEPARTMENT (Singapore) 09/2017- today

LINGO SCHOOL OF KNOWLEDGE – Leading Language School in Singapore – 50 employees, 4 Millions gross turnover
www.lingo.edu.sg

Responsible for managing the overall spectrum of activities inside the Italian Department

- Designer and provider of made-to-measure Italian language courses, which target both private and corporate clients
- Responsible for all the MKT activities run for the dept., both online and offline
- Supervisor of the Customer service activities of the department

INTERPRETER AND TRASLATOR (Singapore) 09/2014- today

EMBASSY OF ITALY – EMBASSY OF SWITZERLAND – GLOBIBO

Certified Translator and consultant for both the Italian and the Swiss Embassy in Singapore

Specialized in:

- Applying, Translating and Legalizing each and any kind of certificate requested by the relevant authorities for Working Permit and PR's application i.e. Degree Certificate, School Transcript, Civil Status certificates, Health Reports, Driving Licenses, Criminal Records
- Translating documents for clients dealing with Legal proceedings such as Court Sentences, Evidences, Last Will, Bank Statements
- Translating and certifying documents related to Company registrations and Start-Up business i.e. ACRA Company profile, Power of Attorney, Bill of Landing
- Simultaneous Interpreter for

CONSULTANT (Australia – United Kingdom - Singapore) 01/2012 – 09/2017
Training, Cross Cultural and Action Coaching, Events and Project Management, Italian Language and Culture Teacher

- Teacher and Trainer for Lingo Language School and the Italian Cultural Institute
- Organiser and promoter of cultural events for the Italian Cultural Institute
- Trainer and OD Consultant for [Baby Spa London](#) , the House of Kami and [Everythingbegins](#)

RELATIONSHIP MANAGER (Shanghai, Cina) 12/2010-12/2011

SELECT HOLDING - A group specialised in Marketing, Media and Comunication aiming at promoting Made in Italy on Asian and American markets - 50 employees and 2 Millions net turnover www.select-holding.com

Responsible for Human Resources and Corporate Relations with strategic partners, suppliers and prospect clients

- Designed & delivered staff training in Italian language and Culture, Sales, Marketing and Billing procedures
- Created KPIs and Performance Appraisal's system
- Responsible for the full spectrum of recruitment activities and internship programs run in cooperation with Italian Universities

HR & OD INTERNAL CONSULTANT (Shanghai, Cina)

07/2008-12/2010

OKBABY srl - Italian manufacturer of baby bath, wellness products with 150 employees and 16 Mil. Net sales

Responsible for HR & OD audit

- Designed and implemented an HR management program
- Lead the company downsize and relocation process
- Appraised staff performance and handling staff laying off/hiring

GM EXECUTIVE PA and HR MANAGER (Shanghai, Cina)

01/2004-07/2008

SEVES GLASS- Leader in glass block innovation and technology with 4210 employees, 409 millions annual turnover
www.seves.com

Responsible for HR & GA management for 3 companies

- Organized and appraised in-house and specialist trainings for + 100 employees
- Organized and lead Chinese courses for expat and Italian Courses for Chinese management
- Implemented new Compensation & Benefits structure throughout the organization
- Managed the G&A Office (Canteen, Security, Payroll and Reception)
- Responsible for the recruitment of both the workforce and the management (+180 employees)
- Prepared & Monitored Budgets and LC reports
- Launched new incentive system (Sales, Manufacturing)
- Maintained communications with JV partner and Labor Union

AGENZIA PER LA CINA (Milano e Shanghai, Cina)

01/2002-12/2003

- Agenzia No profit Agency aiming at promoting business and institutional relations between Lombardy Region and China with 30 employees. www.agenziacina.com

CHIEF REPRESENTATIVE RETE LOMBARDIA

08/2002-12/2003

Responsible for Business Development, Market Analysis, G&A, Legal

- Set up local representative offices for the Agency's associates
- Responsible for hiring the associates' staff
- Organized two European Political & Business delegation's trips to China
- Countries covered: China and Italy

MARKETING ASSISTANT

01/2002-07/2002

Interpreter, Translator, Assistant to CEO

- Developed weekly magazine for Agency members (+100)
- Represented company at Fairs and cultural events across Italy and China

LANGUAGES

- ITALIAN - Mother tongue - ENGLISH - Full professional proficiency
- CHINESE - Full professional proficiency - SPANISH - Advanced - FRENCH - elementary -

QUALIFICATIONS & EDUCATION

- MASTER, Chinese History & Economics, Università Ca' Foscari di Venezia 1999 - 2001

- BA, Chinese language and Culture, Università Ca' Foscari di Venezia 1996 - 1999

Training

- Action Coach certification, ShiBisset, Shanghai Oct 10
- "From coaching to retention", Global talent Development Center, Hong Kong Nov 07
- "The Recruitment and interviewing process", Galgano Group Florence Jun 07
- "How to deal with multicultural gaps", Shi Bisset & Associates-©-Shanghai Nov 06
- "Planning of the formative process", Galgano Group, Florence Mar 06
- "Analysis of the management structures", Galgano Group, Florence Apr 06

PERSONAL

Nationality: ITALIAN Date of Birth: 19/05/1977 Status: Married with one child

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