

Sandra Chechi



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Languages: English (advanced)
French (intermediate)
Italian (mother tongue)

EDUCATION

Sep 1983 Jun 1988 ISTITUTO TECNICO COMMERCIALE, Pistoia

High School Diploma in Accountancy and Economics

Nov 1988 Jun 1989 UNIVERSITY OF PISA, Pisa

Advanced course in English and French

Aug 1989 Dec 1989 WESTMINSTER COLLEGE, London W1

First Certificate in English

Oct 1991 Jun 1992 COLLEGE OF PRINTING & DISTRIBUTIVE TRADES, London W1

Advanced course in Travel Planning for Travel Agencies

PROFESSIONAL EXPERIENCE

Feb 2017	to date	Freelancer	<i>Translator, Proofreader, Transcriber, Data Entry, Sales, Customer Service</i>
Jun 2008	Jan 2017	ECS GROUP, Milan	<i>Sales Manager</i>
Jan 2003	May 2008	I.S.G.E. Srl, Pisa	<i>Executive Assistant</i>
Jun 2001	Dec 2002	Studio Scanu Srl, Viareggio	<i>Personal Assistant</i>
May 2000	May 2001	ATC Spa, Rome	<i>Sales Manager</i>
Sep 1998	Apr 2000	KUEHNE & NAGEL Spa, Rome	<i>Key Account Supervisor</i>
Jul 1994	Aug 1998	ATC Spa, Milan	<i>Operations Supervisor</i>
Nov 1992	Jun 1994	ICA Srl, Milan	<i>Reservation Supervisor</i>
Nov 1991	Aug 1992	TIME OFF Ltd, London W1	<i>Reservation Agent</i>
May 1990	Oct 1991	BCI, London EC2	<i>Secretary</i>

June 2008 - January 2017

ECS GROUP

Sales Manager Tuscany and Central Italy for various airlines (Qatar Airways, China Airlines, Asiana Airlines, Air Canada, Delta Airlines), in charge of public relations with customers and airlines, pricing updates, reports and statistics, conference calls and quarterly meetings at international level.

In July 2013 I was promoted Sales Manager Italy for Delta Cargo, being also in charge of customer care for dedicated customers for Etihad Cargo.

January 2003 - May 2008

I.S.G.E. srl, Pisa (International Society of Gynecological Endocrinology)

Executive Assistant: directly involved with the organization of yearly meetings and courses, public relations in English and French with sponsors, speakers, teachers and participants

June 2001 - December 2002

STUDIO SCANU Srl, Viareggio (naval engineering)

Personal Assistant to the Manager: daily correspondence and filing, customer care for foreign customers, accountancy duties

May 2000 - May 2001

ATC - AIR TRANSPORTATION CONSULTANTS Spa, Rome

GSA for Qatar Airways, China Airlines, Delta Airlines, Air Canada and other airlines

Sales Manager: public relations with customers and airlines, sales activities and daily coordination with operations department

September 1998 - April 2000

KUEHNE & NAGEL Spa, Rome

Key Account Supervisor: in charge of all shipments of Bristol Myers Squibb, public relations with airlines and foreign correspondents

July 1994 - August 1998

ATC - AIR TRANSPORTATION CONSULTANTS Spa, Milan

GSA for China Airlines, Delta Airlines, Air Canada and other airlines

Operations Supervisor: customer care and public relations with foreign correspondents, daily organization of shipments and flights coordination, monthly check of the department production

November 1992 - June 1994

ICA - INTL AVIATION CENTER Srl, Milan

GSA for Cathay Pacific Airways and American Airlines

Reservation Supervisor: public relations with customers and foreign correspondents, daily organization of shipments, trucks and flights coordination

November 1991 - August 1992

TIME OFF Ltd, London SW1

Reservation agent: reservations, public relations with European tour operators, claims and filing

May 1990 - October 1991

BANCA COMMERCIALE ITALIANA, London EC2

Secretary: customer call center, public relations with foreign banks, payment of traders' commissions