

PERSONAL INFORMATION

Laura Tenca

 Skype : [laura.tenca](https://www.skype.com/people/laura.tenca)

Sex F | Date of birth 20/12/1971 | Nationality Italian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Being a person who takes my job seriously, I try every day to reach goals in a careful and accurate way. I also think it is important to improve and push my limits so, for this reason, I am looking for a new position, which can meet my expectations and give me the opportunity to grow in a stimulating and cosmopolite environment.

WORK EXPERIENCE

2019-2020

Freelance -Translator

- Translations English/Italian and Italian/English, using MT (Smartcat)
- Experienced in Technical manuals, Tender documents, Administrative / Legal documents

From June 2019- today

Tender specialist / Office Manager (part time)AF Consult Italy srl Milano – <https://www.afconsult.com/en/contact/italy>

- Taking care of office needs.
- Managing e-invoicing process and personnel attendance
- Offer and bid administrative document preparation
- Tender scouting in cooperation with Suisse office management
- Translations and web search for tender purposes

[Business – international engineering consultancy](#)

From June 2008- today

Tender specialist / Customer service expertDe Lorenzo Spa – Rozzano (MI) – www.delorenzogroup.com

- Supporting the Project Manager for the preparation and evaluation of national and international bids. Preparation of technical offers for public contractors and institutional clients.
- Data mining, web search, translations
- Supplier search for reaching competitive target prices.
- Managing budget costs before and after bid has been awarded
- Preparation and editing of turn-key solution projects for complete schools and didactic laboratories.
- Sourcing and participating into e-procurement tenders through specific websites, such as MEPA, SINTEL, UNGM, DEVBUSINESS, , etc.
- Customer service assistance to the Area Managers in preparation of commercial offers, deliveries, logistics and export activities. Handling of travels and assistance to business trips and expense notes.

[Business – vocational products for technical education](#)

From Feb 2008 - June 2008

Tender assistantAgmin Italy –www.agmin.it

- Evaluation of international tenders, preparation of administrative and technical documents, tender delivery and constant contact with possible local agents.

[Business – trading and procurement services](#)

From Jan 2000 - Jan 2008

Various positionsHeineken Italia – Milano – www.heineken.com/it/**Veneto - Key Account Sales Manager – 3 years**

- Managed the Heineken brands on the on-premise market.

- Managing promotions and activities with distributors and “key clients” to improve and consolidate beer volumes.
- Monitoring sales on SAP CRM.

Boston, USA, Key Account Sales Manager – 1year

- Representing Birra Moretti in New England as KAM, managing promotions and relationships with on/off-premise distributors, taking part of promotion activities such as sponsorships for Italian-American Communities in Boston.

2000 – 2004: Milano. Customer Service Manager for the Export division.

- Handling logistics of Birra Moretti as Italian brand to international distributors, forecasting export needs to production on a monthly basis, database handling
- Dealing with sales data, sales orders, forecasting and managing two junior CSMs.

[Business – beer company](#)

EDUCATION AND TRAINING

from Oct 1998 – to June 1999

Tourist service management school Course

Istituto superiore del commercio turismo e servizi - Milano

- topics: marketing, business organization, tour operator, hotel, catering, travel agency, finance managing, budgeting

from 1990 – to 1996

English Language Master’s degree

Università degli Studi – Parma – Faculty of Foreign Language and Literature - Lingue e Letterature Straniere

from 1985 – to 1990

Accountancy Diploma

Istituto Commerciale Pitentino - Mantova

PERSONAL SKILLS

Mother tongue

Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Cambridge Certificate of Proficiency -1995					
Français	A1	A2	A1	A1	A1
Español	A1	A2	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- good communication skills gained through my experience as key account manager

Organisational / managerial skills

- good team worker
- great organization skills
- fast learner

Job-related skills

- excellent time management aptitude
- problem solver
- multitasking
- able to work under stress conditions

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Independent User	Independent User	Independent User	Independent User

Digital competences - Self-assessment grid

- good command of Windows office suite (word processor, excel, power point)
- basic command of photo editing software (Adobe Creator, Adobe Photoshop)
- good command of management software (MAGONET, ZOHO books, Zucchetti Stir, SAP)

Driving licence B

ADDITIONAL INFORMATION

I authorize the processing of personal data contained in my curriculum vitae according to art. 13 of Legislative Decree 196/2003 and art. 13 of EU Regulation 2016/679 on the protection of individuals regarding the processing of personal data