

EUROPEAN FORMAT FOR THE VITAE CURRICULUM

PERSONAL INFORMATIONS

Name OMAR VOLPE
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Date of birth 24/07/1975

WORKING EXPERIENCE

- 13/02/2019 - today
- Name and address of the employer MG Group Italia - <https://www.mgpg.it>
- Type of company or sector Software and services for the management of small and medium-sized enterprises and professionals
- Type of employment Master Consultant
- Main duties and responsibilities Sales Area Manager

- May dates - July 2018
- Name and address of the employer Graziadio & C - Via Pellice 75 - Rivoli
- Type of company or sector Civil and industrial electrical systems
- Type of employment Curricular internship of 150 hours
- Main duties and responsibilities Assistant warehouse keeper

- Dates 01/12/2015 - 31/07/2017
- Name and address of employer Dylog Italia Spa - Corso Bramante, 53 - Turin
- Type of business or sector Software and services for the management of small and medium-sized enterprises and professionals
- Type of employment Internship followed by a TD contract
- Main duties and responsibilities Account manager specialized in telephone sales through the use of a SwyxIt virtual phone! and a PMS for managing appointments with customers and potential customers

- Dates 2011 - 2015
- Name and address of the employer Various car and notary agencies in Turin
- Type of company or sector of Car Practices and Notary Public Offices
- Type of employment Officer for office and commissions
- Main duties and responsibilities Courier and off-site employee (deliveries of documents and small tax obligations)

- Dates 2007 - 2011
- Name and address of employer Law firm Hill and Dickinson - 20, Primrose Street, London (United Kingdom)
- Type of company or sector Law firm
- Type of employment Assistant and archivist
- Main duties and responsibilities Assistant: practical management inside and outside the office; archivist responsible for the preparation of specific information material for use by lawyers in office

- Dates 2004 - 2006
- Name and address of the employer Comdata - Turin
- Type of business or telephone sector
- Type of employment Telemarketing
- Main duties and responsibilities Outbound-inbound call center operator for telemarketing

- Summer Dates 2003
- Name and address of employer Le Gru - Grugliasco

- Type of company or large retail sector
- Type of job Store assistant - racker
- Main duties and responsibilities Use of the pallet truck, very often in a closed supermarket and therefore very early in the morning and very late in the evening, I filled the headboards with the items in promotion

- Summer Dates 2002
- Name and address of employer Circolo Il Porto - Moncalieri

- Type of company or sector Association
- Type of employment Barista
- Main tasks and responsibilities

- Dates 2000 - 2001
- Name and address of employer University of Turin

- Type of company or university sector
- Type of Employment Tutor of Commercial Law at the Department of Private Law, University of Turin - Faculty of Economics
- Main duties and responsibilities Secretarial responsibilities as front-office in the department of educational assistance to the assigned professor G. Di Chio

- Dates 1999 - 2000

First period spent in London to study and work as an au pair following the children in studies and in external activities. In the evening I worked as a handyman in an English pub

EDUCATION AND TRAINING

- Dates March - July 2018
- Name and type of training institute Csf En.A.I.P. Piedmont Headquarters of Rivoli Viale Gramsci 5/7
- Principal subjects / professional skills covered by the study
Qualification achieved Manuals and procedures - goods storage elements - receipt and shipping procedures - security - computer science - tools, tools and machinery
Certificate of attendance with profit FAL course Assistant practical storekeeper of 300 hours

- Dates 2013 - 2014
- Name and type of training institute Csf En.A.I.P. Piedmont Turin Office Via del Ridotto 5
- Principal subjects / professional skills covered by the study

Qualification achieved Elements of labor law and contracting of the employment relationship
Recruitment, transformation and termination of employment contracts - Social security, tax and insurance regulations

Basic techniques of personnel administration and reference management application
Certificate of Payroll Operator Qualification and Contributions

- Dates 1994 - 2006
- Name and type of educational institution University of Turin
- Qualification obtained Master's Degree in Economics and Commerce (104/110)
- I won two scholarships that allowed me to continue my studies (EDISU)

- Dates 1994 -
- Name and type of educational institution Liceo Scientifico Statale Alessandro Volta di Torino
- Qualification obtained Diploma of Scientific Maturity
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PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE ITALIAN

OTHER LANGUAGES

ENGLISH

- Excellent reading ability (C3)
- Excellent writing ability (C3)
- Excellent oral expression skills (C3)

RELATIONAL CAPACITIES AND COMPETENCES - Good communication and relationship skills with customers and potential customers acquired during proven experience

Italian nationality

sales and accounting

- Excellent understanding and interaction in the international context (in English) thanks to the educational and experiential path

ORGANIZATIONAL AND MANAGEMENT COMPETENCES AND COMPETENCES - Autonomy acquired since the studies with transfer of location / domicile away from the family, independent life, and work experience with strong focus on individual results and objectives

- Excellent organizational and management skills acquired during the experiences in the administrative and commercial office

- Excellent ability to manage stress in dynamic and competitive environments and environments

- good ability to optimize working time aimed at achieving the objectives within the established deadlines

TECHNICAL SKILLS AND COMPETENCES Good knowledge of the Office Package

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LICENSE OR LICENSES B - Automunito

FURTHER INFORMATION Belonging to the protected categories according to the Law 68/99.

I authorize the processing of my personal data pursuant to Legislative Decree 30 June 2003, n. 196 "Code regarding the protection of personal data

Turin, 05/03/2019 Omar VOLPE