



Ingrid Cominotto

Nationality: Italian **Date of birth:** 11/09/1998 **Gender:** Female

Email address: ingridcominotto@gmail.com

Home: (United Kingdom)

ABOUT ME

I am an Italian legal assistant based in the UK. I hold a Bachelors' Degree in Law and a Masters' Degree in Intellectual Property, and am currently looking to develop my experience in these areas. Other fields of UK Law I have particular interest in are medical, family, child and land law. After a pro-bono period with a law firm in the City of London and a secondment at the Italian Trade Agency (UK/IE office), followed by more experience in Trade Promotions, I have grown even more enthusiastic about the demanding yet fulfilling tasks that administration and legal/trade research require - and am prepared to confront heavier workloads and responsibilities. I am eager to put my abilities to test and to the service of positions that will help me grow professionally, while giving me the opportunity to contribute to social development and welfare.

WORK EXPERIENCE

Administration, Accounting and Trade Analysis Assistant

Italian Trade Agency (UK/IE Office) [30/06/2023 – 31/12/2023]

Address: Sackville House, 40 Piccadilly, London, W1J 0DR London (United Kingdom)

Website: <https://www.ice.it/en/markets/united-kingdom/london>

Involved in projects aimed at creating business connections in the UK for Italian enterprises, such as research of potential business partners and organisation of promotional events

Skills Acquired:

- Improved speed and precision in research and brand analysis
- Improved liaising abilities with clients and suppliers
- Furthered multitasking abilities by working on multiple client requests and other administrative duties at the same time
- Gained experience of broader trade promotion tasks such as event logistics and services organisation, business trip planning and logistic organisation, event and initiative reports, and related internal communication
- Gained further knowledge of the UK market for consumer goods, client-and-business-partner scouting, and navigation and use of CRM systems

Administrative assistant (on secondment from ADL Solicitors LTD.)

Italian Trade Agency (UK/IE Office) [27/02/2023 – 30/06/2023]

Address: Sackville House, 40 Piccadilly, W1J 0DR London (United Kingdom)

Website: <https://www.ice.it/en/markets/united-kingdom/london>

Assisted the Accounting department in reviewing, drafting and registering contracts, document filing in transparency and legal compliance databases, and secretarial duties

Skills acquired

- Improved time and task management (multitasking) and completion rate
- Improved attention to detail through document proofreading
- Developed self-reliance and teamwork abilities in environments requiring flexibility of approach and mindset

- Gained insight on bureaucratic procedures within Italian export sector, business relations between UK and Italy and the most active trade sectors, event planning requirements and procedures
- Further improved customer service skills, communication skills, networking strategies and telephone manner

Legal assistant/intern

ADL Solicitors Ltd. [04/01/2023 – 30/06/2023]

Address: 13 St Swithin's Ln, EC4N 8AL City of London (United Kingdom)

Website: <https://www.adlsolicitors.com/>

Assisted in the Firm's daily activities through document review and proofreading, production of drafts and summaries and analysis of client materials; aided in restructuring the company website and performed secretarial duties

Skills acquired

- Adjusted reading and notetaking skills to time/topic-sensitive situations
- Improved workplace confidence, telephone and client-welcoming manner
- Expanded data analysis and collection abilities
- Increased attention for detail through document proofreading, interview note-taking and document synthesising
- Gained insight on the internal workings of a Legal Firm, client care and the *modus operandi* of the legal commercial environment

EDUCATION AND TRAINING

Master's Degree (Law - Intellectual Property and the Digital Economy)

University of Glasgow [13/09/2021 – 09/09/2022]

Address: Stair Building, 5-9 the Square, G12 8QQ Glasgow (United Kingdom)

Field(s) of study: Business, administration and law: *Law*

Final grade: Degree awarded with Merit – Level in EQF: EQF level 7

NQF Level: Level 7

Bachelor's Degree (Law)

University of Surrey [24/09/2018 – 18/06/2021]

Address: Faculty of Arts and Social Sciences Frank Whittle Building (AB) Level 5 , GU2 7XH Guildford (United Kingdom)

Field(s) of study: Business, administration and law: *Law*

Final grade: Higher Second Class Honours (2:1) – Level in EQF: EQF level 6

NQF Level: Level 6

EF University Preparation (Social Sciences Curriculum)

EF College of Languages [17/09/2017 – 19/05/2018]

Address: 221 Hills Road, CB2 8RN Cambridge (United Kingdom)

Field(s) of study: Social sciences, journalism and information: *Sociology and cultural studies*

Final grade: A* – Level in EQF: EQF level 5

NQF Level: Level 5

Thesis: n/a

Diploma di Maturità Linguistica (High School Diploma for Languages)

Istituto Statale d'Istruzione Superiore "Le Filandiere" (Italian State School) [10/09/2012 – 12/07/2017]

Address: Via Patriarcato n.24, 33078 S. Vito al Tagliamento (Pordenone province, Friuli Venezia-Giulia region)

Field(s) of study: Arts and humanities : *Language acquisition , Literature and linguistics*

Final grade: 96/100

Thesis: n/a

LANGUAGE SKILLS

Mother tongue(s): **Italian**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Spanish

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

German

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

French

LISTENING A1 READING A2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Programs

Microsoft Office (Outlook, Excel, Word, PowerPoint)

Soft and Personal Skills

Good listener and communicator / Written and Verbal skills / The ability to follow instructions and deliver quality / Awareness and eye for detail / Good ability to work in groups and individually

Other IT and Tech skills

fast learning of internal programs / Google Drive / Google Docs

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and Information Exchange

Ability to analyse and understand different points of view with an open minded and curious attitude, to initiate productive discussion through mediation skills and solution-oriented mindset

Customer Service Skills

Professional telephone and e-mail manner, ability to welcome guests and potential clients, redirect to appropriate information sources, relay relevant information and assist with urgent queries