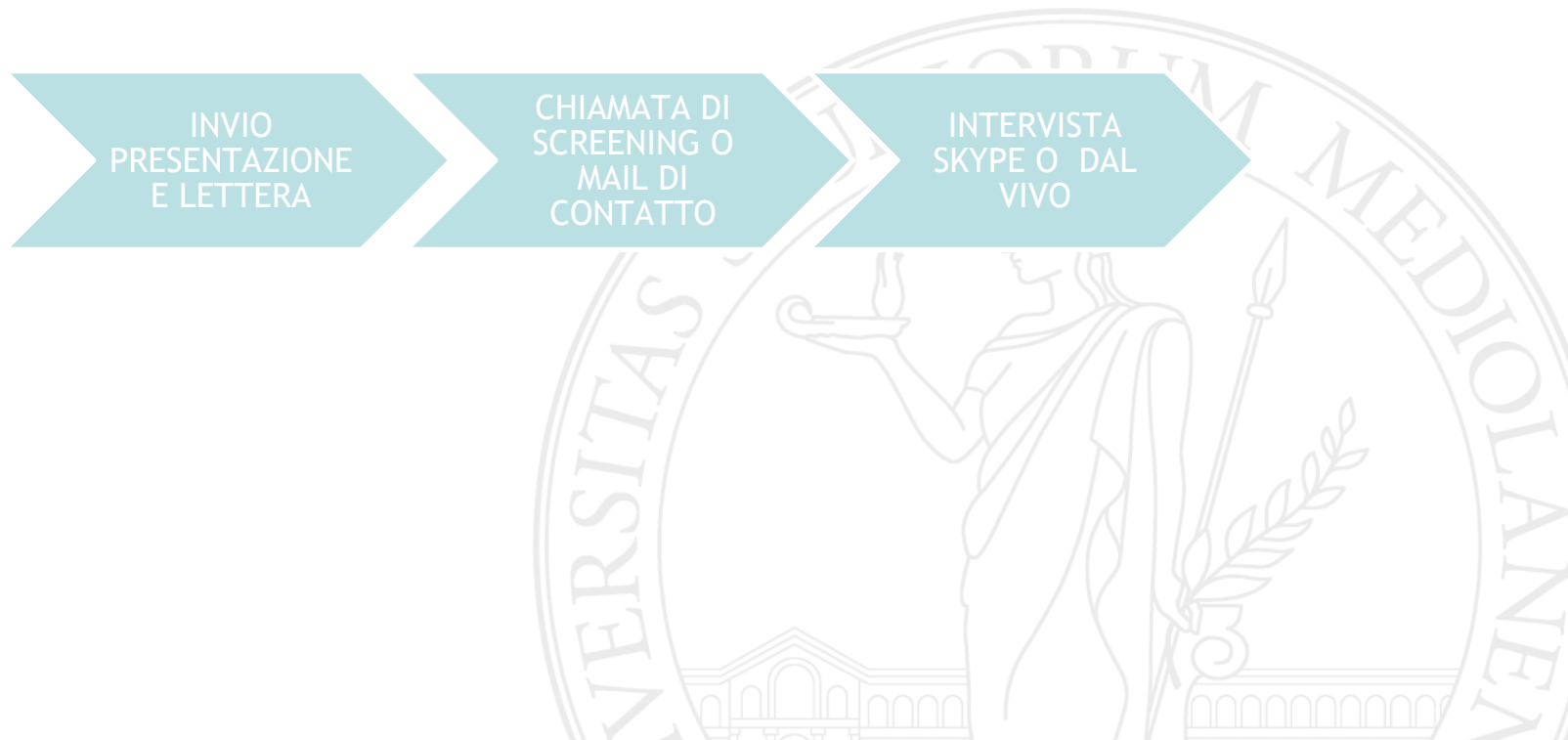


# Cv o Rèsumè



# Cv o Rèsumè

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Emphasis on what you have already achieved</li><li>• Focus on scientific credibility</li><li>• Extensive and inclusive</li><li>• Specialist</li><li>• Focus on scientific accomplishments</li><li>• Lists publications, presentations, conferences</li></ul> | <ul style="list-style-type: none"><li>• Emphasis on how your achievements can be applied</li><li>• Focus on skills necessary for the job you are applying for</li><li>• Short, sharp and to the point</li><li>• Generalist</li><li>• Focus on non-scientific accomplishments</li><li>• Lists teamwork, communication, leadership</li></ul> |
|--|--|

## Academia vs. Industry



# Cv o R sum 

	<b>Curriculum vitae (CV)</b>	<b>R�sum�</b>
<i>What is it?</i>	A full list of your professional and educational history.	A summary of your experience and skills that are most pertinent to the advertised position.
<i>How long is it?</i>	Usually many pages; length is not important.	Usually one page only. Multiple pages only for senior-level positions.
<i>When do you use it?</i>	Used for academic positions and research positions in government and industry.	Used for every other type of job outside of academia and research science.
<i>Do you include your publications?</i>	A full list of publications is essential.	Even a partial list of publications is rarely included.
<i>How important is style and layout?</i>	Style doesn't matter that much; content is what matters most.	Style and content are important. Bad style is a real liability.



# Rèsumè

## HUONG (LUCY) YANG

Box 0000, 1 Chapin Way, Northampton, MA 01063  
978.937.2222 | huyang@smith.edu

### EDUCATION

Smith College, Northampton, MA  
Bachelor of Science, Engineering Science, emphasis in Mechanics      Expected graduation May 2014      GPA: 3.60

Relevant Coursework: Engineering Design Clinic, Simulation and Modeling, Signals and Systems, Technological Risk Assessment, Statistics for Engineers, Mechanical Vibrations, Failure Analysis, Introduction to Hydrosystems Engineering

### SKILLS

Technical: MATLAB, Minitab, Neural Networks, ARIMA modeling, familiar with C programming and AutoCAD

Languages: Fluent Spanish; Conversational Portuguese

### EXPERIENCE

Engineering Design Clinic, Smith College Picker Engineering Program (Sept 2012 - May 2013)

Project Sponsor: Kollmorgen Electro-Optical, Northampton, MA

- Researched current Lean Design practices in engineering industries
- Worked with 3 Design Clinic team members to analyze design processes, identify inefficiencies and recommended improvements based on Lean Design principles
- Co-managed \$5,000 project budget, ensured all project deliverables were completed on-time
- Collaborated extensively with Kollmorgen employees and management
- Developed and presented project deliverables and final recommendations to project sponsor staff

Smith College Picker Engineering Program – Research Intern (June 2011 - May 2012)

- Developed workshop for middle and high school teachers to teach about engineering design and ways to apply in engineering principles in classrooms
- Developed engineering activities for inclusion in novel to introduce engineering concepts to students grades 7-12
- Co-authored ASEE conference paper and poster

Engineering Laboratory of Dr. Jack Jones, Smith College – Teaching Assistant (Sept 2010 - May 2011)

- Prepared materials for professor and students for use in lab sessions
- Assisted professor in answering questions and resolving issues during the laboratory

Curriculum Planning Committee, Smith College – Student Member (Sept 2010 - May 2011)

- Organized logistics for and participated in meetings with faculty
- Served as liaison between committee and student body

### ACTIVITIES AND LEADERSHIP

Society of Women Engineers (SWE) – Smith College Student Chapter (2012 - present)

Co-President (2012 - present); Vice President & Technology Director (2012 - 2013)

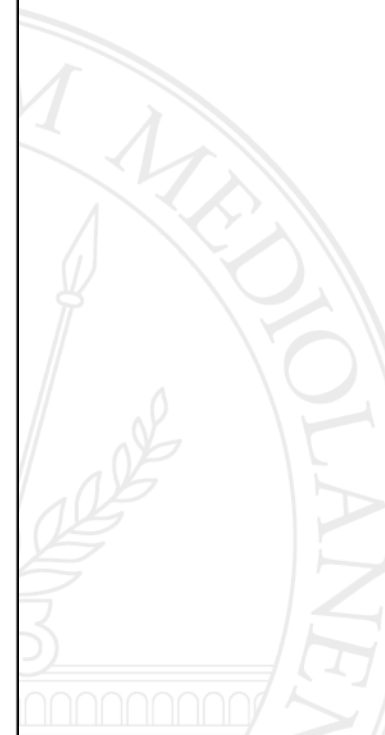
- Served as liaison between Smith College faculty and administrators and SWE chapter members
- Applied for grant and Student Government Association funding
- Planned engineering outreach events

Engineering World Health – Smith College Student Chapter (2011 - 2012)

Vice-President

- Aided with chartering of Smith College chapter

Sample Science and Technical Resumes – Smith College Lazarus Center for Development



# Rèsumè

## CURRICULUM VITAE

Giovanna Marchi

Data di nascita: 27-04-1985

Nazionalità:

Indirizzo:

Telefono:

Email:

Motivata ad apprendere nuove conoscenze professionali. Curiosa e attenta ai dettagli. Sono in grado di porre obiettivi e raggiungerli. Sono orientata ai processi.

### Istruzione e Formazione

2018-2019 Corso di specializzazione in Fashion product and Merchandising Manager – IED, Milano (Italia)

2011-2014 Laureata in Mediazione Linguistica - Scuola Superiore per Mediatori Linguistici Carlo Bo, Milano (Italia)

2008-2011 Lingue e Letterature Straniere, Università di Pisa, Pisa (Italia) (in concomitanza a lavoro a Parigi)

2007-2008 Tecnico esperto nella terminologia del turismo e della salute in due lingue straniere con certificato di specializzazione in LIS, Università di Pisa, Pisa (Italia)

1999-2004 Diploma Liceo Linguistico - Liceo Linguistico G. Pascoli, Matera (Italia)

### Lingue

Madrelingua Italiana

Inglese C1

Spagnolo C1

Inglese B2

### Skills e Competenze IT

- Forte esprit d'équipe e buona capacità di adeguarsi ad ambienti multiculturali, conseguita grazie all'esperienza di lavoro all'estero. Senso dell'organizzazione, motivazione, affidabilità, flessibilità e ambizione.
- Buona conoscenza del pacchetto Office (Word, Excel, PowerPoint). Buona conoscenza di Fox Pro, Illustrator e Gea

### Esperienza Lavorativa

04/2019 – a oggi: Impiegata commerciale (mercato francese)

Levi's, Milano

- Acquisti di pellami e accessori
- Programmazione ordini cliente
- Campionario/produzione (dal 1° proto, ordini press, T&S etc...)
- Back office: Inserimento, controllo e evasione ordini
- Gestione visite clienti
- Mediazione e negoziazione

06/2015 – 03/04/2018: Impiegata commerciale (Calzature e Accessori)

Scat Srl, Ufficio acquisti moda, Milano

- Gestione clienti francesi nel settore calzaturiero e accessori (Uomo, donna, bambino)
- Gestione della relazione con fornitori italiani e clienti francesi
- Organizzazione visite clienti
- Traduzione dei cahiers des charges
- Back office: Inserimento, controllo e evasione ordini
- Gestione visite clienti
- Fatturazione
- Selezione e assortimento dei prodotti in coerenza con l'identità della clientela
- Conoscenza e interpretazione di tendenze
- Mediazione e negoziazione
- Ricerca Clienti e nuovi fornitori

09/2014–06/2015: Stagista Impiegata Commerciale

Louisiane S.p.a (HCP Hermès Cuir Précieux), Milano

- Formazione per riconoscimento pellame esotico e misurazione
- Compilazione schede tecniche del prodotto e tabelle ordini
- End to end relazione con clienti finali e Concessionari
- Back office: Inserimento, controllo, evasione ordini e gestione resi
- Relazioni con casa madre in francese
- Traduzione documenti ufficiali e gestione dell'archiviazione e fatturazione
- Supporto allestimenti showroom

09/2011–05/2014: Interprete

LineaPelle, Macif, Eau, EuroMediab, Frankfurt messe, Micam, Fidenza Village

- Interpretariato per trattative e negoziazioni (fra-Ita/ Ita-Fra)

04/2007–04/2011: Hostess d'accoglienza

Café Mickey Disneyland Resort Paris, Marne-la-Vallée

- Accoglienza clienti
- Gestione prenotazioni

### Interessi e Attività

Sono una persona molto attiva e comunicativa, adoro viaggiare, apprendere lingue straniere ed esplorare diverse culture.



# Rèsumè design

Skill	Basic	Medium	Advanced
Python		7 years	
Spanish	4 years		
Portuguese	1 year		
English			3 years



# Rèsumè design

**EXECUTIVE ASSISTANT**

EMILIANA LONGETTI

+39 02 7 222 7999

EMILIANA.LONGETTI@BBB.IT

Via Salaria 110 - 00198 Roma, Italy



I am a diplomatic, motivated and trustworthy Executive Assistant with exceptional talent for mitigating conflict and strengthening relationships within and between different company levels. Organizing, motivating and hard working by nature I have a proven track record of always going above & beyond while performing and the job is done and done well. My colleagues say that I'm a positive team player, with high flexibility and a confident but friendly attitude.

Looking for an opportunity to apply my skills, knowledge and create value to create tangible commercial value by supporting the head of a top caliber company like \_\_\_\_\_.

My nickname has always been **"MASTER ORGANIZER"**

**AREA OF EXPERTISE**

- Client service
- Client relationship
- CRM
- Conflict management
- Research
- Planning
- Organization
- Execution
- Negotiation
- Public speaking
- Administrative skills

**SKILLS**

ORGANIZATION & TIME MANAGEMENT

TEAMWORK & COMMUNICATION

INITIATIVE & SELF-MOTIVATION

FOCUS & PROBLEM SOLVING

MICROSOFT EXCEL, PPT & WORD

**EDUCATION**

Public Speaking Course - BBB Italia

Usoo Linguistica Marcella Comita, Soriano



**EXPERIENCE**

**BBB ITALIA**

**EXECUTIVE ASSISTANT TO PRESIDENT**

Performed the role of the executive assistant to the CEO & President of BBB Italia that entailed a wide spectrum of tasks such as:

- Organized the agenda of appointments, trips and transfers
- Managed online and paper correspondence of the Chairman, financing, insurance and outgoing communications
- Built & maintained relationships with customers, analyzing their needs to report later
- Built & maintained relationships with the different managers reporting to the President
- Coordinated and managed relations with some key suppliers, key customers and collaborators in the absence of the manager
- Handled key agenda coordination
- Handled expense reports for the President and managers
- RFP formalization (purchase requests)
- Managed personal practices such as leases, payments, income tax returns and other practices with Italy offices and accountants
- Performed varied printing activities

**BBB ITALIA**

**SALES AREA MANAGER**

Ensured, organized, and coordinated the optimal performance of several markets of BBB Italia such as: Asia & Pacific, Oceania, Russia and EU countries as: UK, East Europe, Spain, Cyprus, Netherlands.

- Ensured that customers were taken care of in a professional and friendly manner
- Took care of training clients about product marketing experts
- Periodical visits to the different markets
- Coordinated and organized the activities of agents and/or sales reps while I represented the company in a specific geographic area in order to structure the territory
- Annual budget preparation
- Distribution agreement definitions
- Relationships between the internal sales force and other activities

**BBB ITALIA**

**CUSTOMER SERVICE SPECIALIST**

My job was to make sure customers of BBB Italia and their requests were handled with care and in a timely manner across multiple regions such as Europe, US, Asia and Oceania. The job included tasks such as:

- Building regular relationship and correspondence with clients, agents and distributors & order entry
- Claims & shipment handling
- Organizing and being present at fairs and exhibitions

UNIVERSITÀ DEGLI STUDI DI MILANO

# Presentation Letter

**Re: Name of position or Application for ...name of position**

Dear Ms Jones, (Avoid Dear Sir/Madam,

## *First paragraph*

I would like to apply for the above position advertised in ..... on ..... (date) and **why you want that job** (i.e. why that industry and why that company, make sure this highlights how you will meet their needs, not exclusively your own.)

## *Second paragraph*

Outline the skills (technical and social), experience, training and achievements that are relevant to the selection criteria or the job description. These skills may have been gained through your education/course, your work experience and your extra curricular activities.

## *Third paragraph*

Tell them why you are the best fit for the company and how your skills will meet their needs. (Tip: you could summarize the 3 best things about you that make you most competitive for the job and how these things will allow you to make an impact/get results in the role.)

## *Closing*

Thank them for considering your application, tell them that you have attached a copy of your resume, and when you would be available for an interview. Provide your contact details (Phone / Fax / Email)

Regards

