

Adamo Cristina



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Cityzenship	Italian
Birth date	12 December 1972
Sex	Female
Work experiences	
Date	04 March 2007 → 09.10.2009
Occupation or position held	Head Administrative Office
Main activities and responsibilities	Account and budget General Account. Active and passive billing cycles. Bank settlement. Treasury management and bank relations management. RI.BA. emission. Down-payment and invoice discount management. Payment and takings management. Independent management of the main civil-fiscal fulfilments with a particular attention to the periodical settling and vat statement. General account management. Assets management. Arrangement INTRA model. Arrangement of the financial year ending. Reclassification of the budget. Management of the accounting plan. Implementation of new instruments aiming at improving the efficiency of the administrative services. Administrative management of the staff: recruitment and selection interviews, drawing up of mandatory documents (matriculation and presences books), elaboration of timesheets. Management of clients and suppliers' order. Purchase and choice of suppliers to be qualified. Prices definition, deposit and shipment management.
Name and address of employer	Solaris Srl - Viale S. Tinozzi, s.n. - Manoppello (PE) Industrial Springs Production
Date	01 April 2001 - 28 January 2004
Occupation or position held	Responsible for marketing planning
Main activities and responsibilities	Evaluation of markets perspective. Coordination and reduction of commercial plans. Survey of the competition sale prices Coordination of marketing plans and commercial budgets
Name and address of employer	Merker SpA Trucks production

Date	1997 - 2000
Title of qualification awarded	Trainee at a Business Consultant
Principal subjects / occupational skills covered	Ordinary and simplified account. Fiscal fulfilments. European balance. Income tax return. Consultant office Dott. Vincenzo Micozzi - Pescara
Date	1997 - 31/03/2001
Principal subjects / occupational skills covered	Responsible for Quality Insurance (ISO UNI EN 9002) Management Assistance Purchase management Administrative and fiscal fulfilments Definition of Marketing plans and monitoring of mix marketing elements
Name and address of employer	Solaris Srl Industrial Springs production
Date	1997 - 1997
Occupation or position held	Stageur
Main activities and responsibilities	Implementation of check systems management
Name and address of employer	Software House Polymatic - Chieti Scalo
Education and training	
Dates	November 1991 - 16 July 1996
Title of qualification awarded	Degree in Economics – Economics of financial middleman
Name and type of organisation providing education and training	University L.U.I.S.S. - Guido Carli – Roma – Final marks: 105/110 – Thesis: “Tax incentive for the occupational development”
Dates	1986 - 1991
Title of qualification awarded	Secondary School Degree
Name and type of organisation providing education and training	Liceo Scientifico Leonardo Da Vinci - Pescara
Dates	1997 - 2000
Title of qualification awarded	Trainee at a Business Consultant
Main Subjects	Ordinary and simplified account. Fiscal fulfilments. European balance. Income tax return.
Name and type of organisation providing education and training	Consultant office Dott. Vincenzo Micozzi - Pescara

Date	1998 - 1998
Title of qualification awarded	Brief Master on Tax Law
Name and type of organisation providing education and training	University D'Annunzio - Pescara
Date	1998 - 1998
Title of qualification awarded	Postgraduate Course on “ European Union: institutional, juridical and economic aspects”
Name and type of organisation providing education and training	European Commission and University of Lyon: corse in Paris and Lyon. Success on final exams.
Dates	1997 - 1997
Title of qualification awarded	Expert in enterprise management
Main Subjects	Purchase and logistics, financing, administration and control, marketing, production, budget, bringing out of new products
Name and type of organisation providing education and training	Regione Abruzzo - CIFAP
Dates	1997 - 1997
Title of qualification awarded	Evaluator of Quality systems
Main subjects	Expert according to the ISO regulations. Qualification for leading controls according to the UNI EN 9002 regulations.

Personal skills and competences

Mother tongue
Other language(s)
Self-assessment
European level ()*

Italian

English
French
Personal skills and competences
Mother tongue

Understanding				Speaking				W r i t i n g	
Listening		Reading		Spoken interaction		Listening			
B1	Independent user	B2	Independent user	C1	Proficient user	B2	Independent user	B2	Independent user
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) *Common European Framework of Reference (CEF) level*

Social skills and competences	Communication Ability acquired during the working experiences Aptitude to learn, adaptable to new situations, different from the known ones. Ability to work under pressure. Good aptitude to work in multicultural environment thanks to the experiences spent abroad for education or personal reasons. Team spirit
Organisational skills and competences	Innate sense of organisation both in the working place and in the management of personal and familiar life. I am considered as a reference point by the production operators.
Technical skills and competences	Mastery in quality control processes in small enterprises (I was responsible for the quality evaluation)
Computer skills and competences	Good Knowledge of Microsoft Office (Word, Excel e PowerPoint) Very good knowledge of Team System – Gamma, Mult program Basic knowledge of graphic application Good knowledge of Internet and web search engines.
