

PERSONAL INFORMATION

Helena Derosi



📍 Kalusovo 13A, Ripenda Kras, 52220 Labin

☎ N.A. 📠 +385 91 9185313

✉ h.derosi@gmail.com

Sex Female | Date of birth 23/3/1978 | Nationality Croatian/Italian

WORKING EXPERIENCE

01.11.2014. – until now
15.11.2015. – until now

Owner and manager of the company **linguis 24 LTD, for translation services**

Trainee in the Law firm **Vaić & Dvornicic, Rijeka**

Specializing in certified and no certified translations, interpreting, relating to the legal, economic and financial content. Successful translation in B2B negotiations.

Consulting services and administrative services to Italian companies in Istria.

Excellent co-operation with public and private sector in Istria.

01.6.2012 – 30.6.2013.

Purchaser

Rockwool Adriatic, Potpićan, Croatia

- The negotiation and purchase of products needed for the production of rock wool, equipment and services, the organization of the delivery of materials and equipment including operations and logistics, the management of complaints from suppliers, monitoring to maintain an optimal level of stocks of materials, organization and supervision of payments; participation in the implementation of procurement plans.

- Good knowledge of Incoterms 2013.

Sector: Production

06.2009. – 10.2011.

Logistic office manager

Systec Automation d.o.o., Labin, Croatia

- managing trips for 180 engineers travelling all around the world – arranging of their flight schedules, hotel bookings, rent a car, reservations and daily contact with travels agencies;

- 24 hours of assistance to employees during their stays abroad;

- preparation of all visa documentation and daily contact with foreign Embassies and immigration offices;

- preparation of the documentations for sites regarding safety at work of the engineers;

- coordination between the customers and the employees

Sector: Automation and steel manufacturing

09.2007. – 09.2008.

Assistant and Responsible for the land register

Notary Giovanna Zanolini, Trento, Italy

- Drafting of contracts and managing obligations following the signing of contracts (tax payments, transfer property documents... Fulfilling the process before signing a contract: reading extracts from the land register, contact with banks for loans and mortgages, reading plans division. Making the sales contracts, grant contracts, division, certificates and legacy mortgage. Filling procedure after signing the agreement: the calculation of costs for each type of contract, write the request for registration of property in the land register

Sector: Legal

01.2003 – 11.2005.

Assistant and Responsible for the land register

Notary Franca Chiappani, Trento, Italy

- Drafting of contracts and managing obligations following the signing of contracts (tax payments, transfer property documents... Fulfilling the process before signing a contract: reading extracts from the land register, contact with banks for loans and mortgages, reading plans division. Making the sales contracts, grant contracts, division, certificates and legacy mortgage. Filling procedure after signing the agreement: the calculation of costs for each type of contract, write the request for registration of property in the land register

Sector: Legal

EDUCATION
07/2014
2002.-2012.

Court interpreter for the Italian language
Master's degree in Law

Universita' degli Studi di Trento, Italia

- Dissertation subject 'Moral rights in Copyright'

09/2006.-03.2007.

Erasmus program

University of Trier, Trier Germany

- Erasmus program

1997.-2002.

Study at the Faculty of Law

Universita' degli Studi di Trieste, Italia

1992.-1996.

High School

High Grammar School "Mate Blazina"

ADDITIONAL SKILLS

Mother tongue Croatian/Italian

Other languages

	COMPREHENSION		VERBAL		WRITING
	Listening	Reading	Speaking interaction	Speaking production	
English	Upper Intermediate (B2)	Upper Intermediate (B2)	Upper Intermediate (B2)	Upper Intermediate (B2)	Upper Intermediate (B2)
German	Intermediate (B1)	Intermediate (B1)	Intermediate (B1)	Intermediate (B1)	Intermediate (B1)

Communication skills

- Good communication skills gained through the study of law and on the position of Logistic office manager

Organizational skills/managerial skills

- Good organizational skills gained as the Head of Logistic office

Business skills

- Responsible,
- Well-organized,
- Persistent and focused on the goal.
- It is a pleasure to work in a team but a very good way around and with individual tasks.
- Good to cope with particularly sensitive situations

Computer skills

- Microsoft Office (Word, Excel, Power Point)
- Excellent usage of Internet and Outlook express, usage of SAP System

Additional training

- A Court interpreter for Italian Language
- April 2014 – The Certificate of completion in General Course on Intellectual Property (WIPO)
- five-day workshop for Project Cycle Management and Logical Framework and writing project proposals for EU funding
- good knowledge of Incoterms 2013

Driver license

- B

ADDITIONAL INFORMATION

HOBBY

- Jogging (run a half marathon in 2008), yoga, Pilates, skiing, climbing, trekking, swimming, travelling and exploring cultures.