

Europass Curriculum Vitae



Personal information

First name / Surname **ANNA GALANT**
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 Nationality Italian
 Date of birth 19/09/1979

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Desired employment / Occupational field

HR Generalist

Work experience

Dates	From April 2007
Occupation or position held	Italy PeopleSoft Operator, Assistant to Italy HR Director, HR BP Building Materials Group & Glass Reinforcement Solutions Operations Europe
Main activities and responsibilities	Personnel relations management, HR administration, correspondence, preparation of letters to the employees, HR reporting, organization charts elaboration, Human Resources Direction Procedures drafting; autonomous and complete corporate credit cards and pool car management for Italy; Travel and Entertainment management; responsibility for internal managerial program PeopleSoft and Time&Work; distribution lists management; company meetings, committees and workshops organization. Company Translations Validator Charge of Steering Committee Secretary. Management, monitoring and distribution of Certified Electronic Mail (PEC) for Italy
Name and address of employer	OCV Italia Srl con unico socio, Via Parini 10, Besana in Brianza (MB)
Type of business or sector	Manufacturer of fiber glass reinforcement materials.
Dates	From April 2006 to March 2007
Occupation or position held	Export Assistant for Chairman
Main activities and responsibilities	Management of foreign customer relations: selling, promotion, marketing, foreign market survey, organization of trips, fairs, agenda management.
Name and address of employer	Sagsa S.p.A, Milan
Type of business or sector	Producer of office furniture
Dates	From August 2005 to March 2006
Occupation or position held	Assistant to Consul
Main activities and responsibilities	Support in consular affairs, organization of fairs and cultural events, trading contacts with Italian and

Name and address of employer	Polish firms, translations, interpreting, coordination of internal activities. General Consulate of Republic of Poland in Milan
Type of business or sector	Economic and commercial office
Dates	From May 2001 to July 2005 Customer service
Occupation or position held	Customer service for domestic and international shipping. In this activity I had the opportunity to develop and improve my interpersonal relation skills with the customers, giving them technical and operational support
Main activities and responsibilities	UPS Italia S.r.l., Vimodrone (MI) offices
Name and address of employer	Courier
Dates	From May to July 2005
Occupation or position held	International PR
Main activities and responsibilities	Foreign market marketing surveys and relationships management with suppliers from enlarged Europe
Name and address of employer	Orma Srl, Orsenigo (CO)
Type of business or sector	HR research and recruitment agency
Dates	From October 1999
Occupation or position held	Freelance translator/interpreter
Main activities and responsibilities	Translations into Polish, Italian, French and English, especially in the technical, commercial, industrial, tourism, legal, correspondence, cosmetics, enological and many other fields; Polish teaching
Name and address of employer	Collaboration with SOGET Srl (MI), Agenzia Help (Ferrara), CTI (Milan), Studio Sandonà (Milan), Studio Blitz (Pistoia), MMT New Language Center S.r.l. (Milan), Pierre Italia s.n.c. - Gorle (BG)
Education and training	
Dates	From October 2009
Title of qualification awarded	Master's degree course in European and non-European languages and literature (Polish, English)
Principal subjects/occupational skills covered	Specialization in translation and interpreting
Name and type of organisation providing education and training	University Statale in Milan
Dates	March 2009
Title of qualification awarded	Academic degree in Foreign Languages and Literatures (French, Polish and English). Rating: 101/110
Principal subjects/occupational skills covered	Specialization in translation and interpreting
Name and type of organisation providing education and training	University Statale in Milan
Dates	1999 – 2000
Title of qualification awarded	Course of Italian for foreigners certificate
Principal subjects/occupational skills covered	Italian for foreigners
Name and type of organisation providing education and training	Municipality of Milan
Dates	1998 – 1999
Title of qualification awarded	University record book
Principal subjects/occupational skills covered	French language philology

Name and type of organisation providing education and training	Foreign Languages Teaching College in Gliwice in Poland										
Dates	1994 – 1998										
Title of qualification awarded	High school diploma										
Principal subjects/occupational skills covered	Linguistic profile (French / Russian)										
Name and type of organisation providing education and training	III General High School in Ruda Śląska in Poland										
Personal skills and competences											
Mother tongue(s)	Polish and Italian										
English French Russian	Understanding				Speaking				Writing		
	Listening		Reading		Spoken interaction		Spoken production				
	C1	Advanced level	C1	Advanced level	C1	Advanced level	C1	Advanced level	C1	Advanced level	
	C1	Advanced level	C1	Advanced level	C1	Advanced level	C1	Advanced level	C1	Advanced level	
	A2	Elementary level	A2	Elementary level	A2	Elementary level	A2	Elementary level	A2	Elementary level	
(*) <i>Common European Framework of Reference for Languages</i>											
Social skills and competences	Great problem solving and clear and effective communication skills; positive and constructive approach in interpersonal relationships										
Organisational skills and competences	Leadership (Online Business Tool American Express Project Leader - currently coordinating a group of 4 people)										
Technical skills and competences	HR reporting (carried out currently): headcount analysis, absenteeism, labour costs, budget, salaries history report, employee list, holidays & overtime, productivity bonus, interim and temporary contracts, CIP (Corporate Incentive Plan) and SIP (Sales Incentive Plan) table										
Computer skills and competences	Excellent knowledge of MS Office, Word Trados, Internet Explorer, Google Chrome, Mozilla Firefox, Outlook Express; ECDL certification (European Computer Driving Licence). 2013 – Excel advanced course organized by AIMB (Associazione Industriali Monza Brianza)										
Artistic skills and competences	2013 – basic and advanced make up course organized by ITR (Monza) 1990 – 1994: Public School of Music in Ruda Śląska in Poland (guitar and piano)										
Other skills and competences	February 2005: course in Human Resources (HR research and recruitment) organized by ALI SpA in Milan. Self-study and application of NLP (Neuro Linguistic Programming) techniques and philosophy. 1996 - typewriting course organized by WUR in Ruda Śląska in Poland										
Driving licence	Category B										
Additional information	Married with one child										
Signature	I hereby agree to process my personal data included in my job application due to recruitment process (according to Law on Personal Data Protection from June 30th, 2003, n. 196).										
											