



PERSONAL INFORMATION

Name and Surname

RITA LAI

Address

VIA ROMA, 41 – 74026 PULSANO (TA)

Telephone

099 / 4500290

Mobile

340 / 3541706

E-mail

ritalai75@gmail.com

Nationality

Italian

Date of birth

04/12/1975

WORK EXPERIENCE

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

December 2011 to date

Sole trader

B&B service

Small Businessman

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

January 2012 – February 2012

ECOTARAS SPA – Via Porto Mercantile – 74100 Taranto

Ecology and protection of marine environment

Professional collaboration

Interpreter in training courses

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

November 2005 – March 2011

Global Watch Industries S.r.l. – L.go Degli Stagnini n. 4-5-6 - 70026 - Modugno (BA)

Production and distribution of wrist watches

Customer Service in Export Department

Foreign Customer portfolio management; Interpreter in Basel Watch Fair

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

September 2004 - November 2005

M.I.A.U. S.r.l., S.P. Bari-Modugno km 8, 70026 - Modugno (BA)

Production and sale of wooden furniture

Export Department clerk;

Foreign Customer portfolio management; Translator of the company web site

- Dates
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

July 2003 - September 2004

S.I.C.E. S.r.l., Via Argiro n. 103 – 70121 Bari

Import/Export

Export Department clerk

Foreign Customer portfolio management

- Dates
- Name and address of employer
 - Type of business or sector

November 2001 - July 2003

Zuccarini Textile, Via Dante n. 11 – 70121 Bari

Textile Sales Representative

- Occupation or position held
- Main activities and responsibilities

Export Department clerk

Foreign Customer portfolio management and Secretarial Service

EDUCATION AND TRAINING

- Dates
- Name and type of organization providing education and training
- Principal subjects / occupational skills covered
- Title of qualification awarded
 - Level in national or international classification
- Dates
- Name and type of organization providing education and training
 - Title of qualification awarded
- Level in national or international classification
- Date (da – a)
- Nome e tipo di istituto di istruzione o formazione
- Principali materie / abilità professionali oggetto dello studio

24th March 2001

Università degli Studi di Bari

Political science (Political/administrative area))

Four – year Degree

110 and honors (highest possible grade in the Italian system)

1990 - 1994

Technical Institute "Elena di Savoia"- Bari

High School Diploma in Business Expert and Foreign correspondent
60/60

1994

Unidata S.r.l.

Advertising graphics course

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

ENGLISH

EXCELLENT

GERMAN

BASIC

SKILLS AND COMPETENCES

Thanks to my previous work experiences I have learnt to work in team and develop good client relations skills. I consider myself to be a very precise person, with good analytical and learning abilities which allow me to be flexible in different operational contexts.

Computer skills: Windows Office, Internet Explorer and Outlook Express

TECHNICAL SKILLS AND COMPETENCES

DRIVING LICENCE

B licence

HOBBIES

Travelling, Cooking, Painting