**Curriculum Vitae:** Name: **Anna Rossi**

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Nationality: Italian

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**Summary:**

* **Five years experience (of which one as a manager) in the legal profession: civil law, debt collection, claims management and insurance law, commercial law, international law with additional skills in negotiation, sales,** **contracts reviews, terms and conditions outlining, reporting.**
* **Clients’ first point of contact with high volume of data and with the ability to achieve targets and solving problems.**
* **Supervise team-members and provide trainings to the new joiners of the firm.**
* **Native Italian speaker and English fluent speaker.**
* **Available immediately.**

**Work Experience**

 Dates: 26.06.2016 – 17.06.2017

 Occupation or position held: **Lawyer**

Main activities and responsibilities:

* + Responsible to identify and tackle client’s legal problems.
	+ Liaising with clients and address their needs.
	+ Writing and signing acts and collecting all the documents necessary for a law suit.
* Managing claims and handling claims for insured damages negotiating with the insurer; *compensation obtained in more than the 80% of the cases.*
* Representing clients in both criminal and civil trials;
* Setting up ad-hoc billing processes for both private and institutional clients, preparing invoices; *90% debt collection successful*.
* Constantly seeking for new business opportunities.
* Using specific legal softwares to compile reports.

Name and address of employer: *Law Firm Avv. Roberta Zaupa, Via Loggia n. 37, Malo –*  *Vicenza IT*

 Dates: 11.01.2013 – 22.06.2016

 Occupation or position held: **Trainer Lawyer**

Main activities and responsabilities:

* Assisting the senior lawyers in all the necessary steps to help a client.
* Providing e-mail and phone support, managing customer issues.
* Legal coordination of debt collection processes, arraignments, preparing invoices.
* Meeting clients.

Name and address of employer: *Law firm Pedrett, Pradella, Campara, via del Pontiere 12/a, Verona* IT

 Dates: 2003 – 2016

 Occupation or position held: **Professional basketball player**

Main activities and responsibilities: Role playmaker-guard

 Name and address of employer: 2003-2006 Dueville -Vicenza – IT- (III League); 2005-2006 Bolzano – IT (I League); 2006 - 2009 San Bonifacio – Verona – IT- (II League); 2009-2016 Alpo – Verona IT (II League).

 **Education and training**

 Dates: September 2017 - Current

 Title of qualification awarded: **Legal Internship**

Principal subject: Criminal law, Company Law, Insolvency, Compliance & Regulatory Issues, Debt Collection, Personal Injury.

Name of the organization providing

 education: *Cahir O’Higgins & Co. Solicitors – Dublin (Ireland)*

 Dates: 2013-2015

 Title of qualification awarded: **School of specialization for Legal Professionals**

Principal subject: Civil law, criminal law, administrative law, labour law and comparative law.

Name of the organization providing

 education: *University of Trento (Italy)*

 Dates: 2005 - 2012

Title of qualification awarded:  **Master’s Degree in law – European and International Law (specialization in Private law)**

 Principal subject: Civil law, private law, commercial law, criminal law and comparative law.

 Name of the organization providing

 education: *University of Trento (Italy)*

 **Personal skills**

 Mother tongue: Italian

 Other language: English fluent

 French beginner

 Personal skills: Attention to detail, flexible, energetic, multitasker.

 Social skills: Career oriented, excellent team player, positive, optimistic and dedicated. Confident and friendly demeanor with high level of integrity. Always respecting the differing needs, culture and values of clients.

 Organization skills: Organized, punctual, self-starter and motivated.

Able to prioritize tasks and work under pressure.

Good interpersonal and communication skills.

Excellent problem solving and skills.

Business and sales talent.

 Computer skills: European Computer Driving Licence (ECDL)

 Driving licence: Full clean B licence

 **References** Available on request