

# Chiara Maria Colombini

21/01/1982 – Magenta (MI)

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21/01/1982 – Magenta (MI)

**Experience:** **Giardinia SCARL, Concorezzo (MB)**  
Buying Group in international market

From March 2016 – on going

Position: **Commercial Coordinator**

Main Activities:

- Commercial relations management with Italian and European suppliers of the Group. Annual update of existing agreements. New commercial agreements with the deputy buyer. Commercial back-office;
- Italian and European orders management;
- Participation in the main trade fairs;
- Personnel administration. Relations with the labor consultant, lawyer, accountant and Occupational health supplier;
- Management of the BoDs;
- Administrative activities: debt collection procedures, invoicing.
- Internal communication with the Group associates. Organization and Management of the annual Group meetings
- External Communication: web site project

**Adriatic LNG (Exxon Mobil – Qatar Petroleum – Edison), Milan**  
Oil and Gas - Rigassification Services

From February 2015 – February 2016

Position: **Hr Advisor**

Main Activities:

- Unification of OPS Training management and HR Training management under my role. To all the main activities below listed the OPS Training Process was added: 81/2008 training needs, emergency training, save and rescue (as for OPITO guideline), technical training requested by Supervisors.  
Management and definition of Operations Training Budget.  
Management of Operations Training vendors: bids and single sources process in relation with Procurement dept.

From October 2012 to February 2015

Position: **Hr Advisor**

Main Activities:

- Training Process: Annual definition of training needs – Soft skills, internal Company requirements, d.lgs. 81/2008. Interviews with managers, definitions of annual training plan for each employee. Management of annual sessions and all logistic aspects.

- Administration of the company Learning Management System. A web based platform for training (data base and SCORM training).
- Training Road Maps for positions: internal company training (Business Control, SHEMS).
- Biannual presentation of the training updates and activities to the management team
- Timekeeping Process: monthly control of timesheets (office and operations sites).
- Cost Analysis: monthly stewardship, costs control of HR cost centers, annual budget, monthly outlook.
- SAP (module MM): Service Entry Sheet, Purchase Requisition, HR contracts.
- Management of HR Vendors: Training Suppliers, Occupational Health Suppliers; bids and single sources process in relation with Procurement dept.
- Occupational Health: Periodical employees physical examinations management, contacts with Competent Doctor.
- Internal Communication: Writer on GASUP! the internal newsletter

From October 2010 to October 2012

Position: **Hr Advisor**

Main Activities:

- Timekeeping and Payroll process in strong relation with the payroll consultant: inputs management, payslips and payment control;
- NLC Pension Funds (Fondenergia e Previdai) and health care funds (Fasie, Fasi) management; creation and updating of HR bill book;
- Recruiting Process: screening CV, interviews, filling ranking forms, candidates management; HR induction for new hires;
- Administrator of the company Learning Management System;
- KPIs data collection, cost analysis, safety reports and stewardship (monthly);
- Management HR Third Parties agreements in SAP (MM): Purchase Requisition, Ses;
- Periodical employees physical examinations management , contacts with medical doctor;
- Attending, as requested, weekly Meeting Management.

**Gigroup Spa, Milan**

Temporary Agency

From January 2008 to July 2009

Position: **Recruiter**

Main Activities:

- Front Office activities, screening CV, interviews, filling ranking forms, candidates management;
- Customers management.

**Deutsche Bank Spa, Milan**

Banking and Finance

From October 2007 to December 2007

Position: **Trainee at Hr Office**

Main Activities:

- Supporting Recruiting Team: screening cv, candidates management, telephone interviews, attending candidates interviews and group assessment
- Back Office

**Università Cattolica del Sacro Cuore, Milan**

Learning

From February 2007 to September 2007

Position: Collaborator at Athenaeum Ranking System Office

Main Activities:

- Processing ranking questionnaires related to different services and activities offered by Catholic University to the students

**Education**Post Graduate Master in **International Relations and European Integration (Political Science Faculty)**

Università Cattolica del Sacro Cuore, Milan

From December 2004 to February 2007

Graduation Thesis Title: "Greek and Turkish national minorities affair between National Society and bilateral agreements". Thesis researches at ONU in Geneva.

Vote: 110/110 cum laude

Graduate in **Communication Science (Political Science Faculty)**

Università Cattolica del Sacro Cuore, Milan

From October 2001 to December 2004

Graduation Thesis Title: "The Abu Ghraib Affair: a comparison between The Pentagon and The Washington Post communication"

Vote: 104/110

High Secondary School Degree in Science.

Liceo Scientifico Statale D. Bramante, Magenta (MI)

From September 1996 to July 2001

Vote: 94/100.

**Training**

Time Management – Cegos, 2012

Problem Solving – Cegos 2012

The Training Responsible – Cegos 2013

**Languages**

Native Italian speaker

English (spoken and written) fluent.

Spanish (spoken and written) elementary

First Certificate of English in 2006.

I was awarded a scholarship for attending an English course in Dublin at Emerald Cultural Institute in 2005.

**Skills**

Very good use of Word, Excel, Power Point, Outlook.

High capacity to write formal document, summary, and specific HR documentation.

Concorezzo - May, 9 2019

Chiara Maria Colombini