

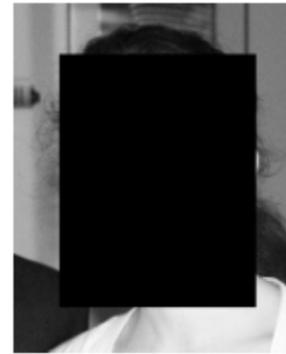
# CURRICULUM VITAE

## PERSONAL DATA

- Name
- Date of birth
- Address
- Mobile phone
- E-mail

Schaper Samantha-Joy  
15/07/1989

[REDACTED]  
[REDACTED]  
[REDACTED]



## PROFESSIONAL EXPERIENCES

- Date
- Name of employer
- Type of business or sector
- Type of employment

August 2010 - today

### **TMF Partners SpA – (TMF Group - Milan) / La Mondiale Europartner SA**

Company providing outsourcing and consulting services for financial market makers

Starting as Part time-Receptionist/backup of the Office Manager, and in Dec. 2012 I became assistant to the service client Manager for the Luxembourg's insurance /investment company La Mondiale Europartner SA

- Occupation and main activities

Help desk for clients, providing comprehensive secretarial and clerical support to center staff and management. Assist with small cash bookkeeping. Welcome visitors, provide basic information to visitors. Assist with opening and closing procedures at the facility. Drafting reports for the Authorities (UIF). Prepared correspondence, worked with confidential information, and handled data entry tasks. Analysis of new dossiers and client requests. Handling relationship with financial intermediaries. Comprehensive background in records management, spreadsheet development, report generation, and customer service

- Date
- Name of employer
- Type of business or sector
- Type of employment
- Occupation and main activities

February 2010 – July 2010

### **2morrow model (Via Spartaco, 10 Milan)**

Fashion Business – Model Agency

Assistant

Manage the daily schedules of the male models, and handling all the logistics regarding their travel and transfer arrangements and stay in Milan. Responsible for all aspects of the day to day running of the filing, and managing of documents in a proper way. Providing general support to the Director of the man table.

- Date
- Name of employer
- Type of business or sector
- Type of employment
- Occupation and main activities

January 2010 – April 2010

### **Hotel Park Hyatt (Via Tommasi Grossi, 1 Milan)**

Hotel-sector

Hostess/Receptionist

Handle large volumes of customers efficiently, welcome and bring customers to tables, follow proper dress codes, high service standards and proper phone etiquette procedures.

- Date
- Name of employer
- Type of business or sector
- Type of employment
- Occupation and main activities

November 2009 – January 2010

### **Ristorante La Cantina (Campodolcino-So)**

Restaurant

Head Waitress/Cashier

Management of the front of house, service at tables and cash handling. Organization of the staff, according to the restaurant's needs.

- Date June 2009 – November 2009
- Name of employer **Lido di Menaggio (Menaggio-Co)**
- Type of business or sector Restaurant/Bar/Pub/Disco/Lido
- Type of employment Head Waitress/Bartender
- Occupation and main activities Responsible for looking after guests and attending to their needs during their visit. Welcoming them to the restaurant, escorting them to their table and also informing them of any special offers or meals. Assisted bartenders by stocking and restocking them with glasses, ice, liquor, garnishes and other supplies. Was in charge of putting away inventory and maintaining the cleanliness of the bar. As a bartender, duties included pouring cocktails for guests at the servers' tables, cash handling, and waiting on guests sitting at the bar.

- Date August 2008 – May 2009
- Name of employer **Radhakishun Family**
- Type of business or sector Cultural exchange Agency
- Type of employment Au-pair
- Occupation and main activities Helping to promote the social and educational development of group of three children within a busy household (ages from 2 to 15). Providing breakfast for them and looking after their needs from their return from school in the afternoon right up to bed time. Performing childcare responsibilities according to the family's rules.

- Date September 2010 – in progress
- Title of qualification awarded Economics Degree
- Name and type of organization providing education and training University of Milano - Bicocca

- Date September 2003 – July 2008
- Title of qualification awarded High School Diploma Lyceum
- Name and type of organization providing education and training Liceo Classico A.Volta - Como

**COMPETENZE PERSONALI**

Mother Language

**German**

Other Language

**English**

- Writing and Reading
- Speaking

Very Good  
Very Good

- Writing and Reading
- Speaking

**Italian**

Excellent  
Excellent

- Relationships and personal attitudes

I possess excellent social skills developed working in team. The present role allows me to work in an international and dynamic environment. I consider myself a precise, reserved, reliable and determined person, who is able to establish good relationships with people involved on multiple levels of the organizational structure. Very supportive to the people that I work with.

- Organization skills

Organizational and management skills, exceptional in problem solving and multitask. Skilled in working with highly confidential information. Diplomatic, tactful, creative, discreet, very flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.

• IT skills Very good knowledge of Office, Outlook, e-mail and internet researches.

Driver's license B  
• Other information Available for transfers

**SIGNATURE**  
Samantha Joy Schaper