



# Ministero della Giustizia

## Sistema Informativo del Casellario Certificato del Casellario Giudiziale (ART. 24 D.P.R. 14/11/2002 N.313)

CERTIFICATO NUMERO: 17414/2022/R

Al nome di:

Cognome **CASPANI**  
Nome **SILVIA MARIA LAURA**  
Data di nascita **08/12/1979**  
Luogo di Nascita **MILANO (MI) - ITALIA**  
Sesso **F**



sulla richiesta di:  
per uso:

**INTERESSATO**

**RIDUZIONE DELLA META' DELL'IMPOSTA DI BOLLO E DIRITTI: PER ESSERE ESIBITO IN  
OCCASIONE DI CANDIDATURA ELETTORALE (ART. 1 COMMA 14 LEGGE 3/2019)**

Si attesta che nella Banca dati del Casellario giudiziale risulta:

**NULLA**

ESTRATTO DA: CASELLARIO GIUDIZIALE - PROCURA DELLA REPUBBLICA PRESSO IL TRIBUNALE DI MONZA

MONZA, 11/05/2022 14:56



IL RESPONSABILE DEL SERVIZIO CERTIFICATIVO

Il cancelliere esportò  
Marco CORONA

Il presente certificato non può essere prodotto agli organi della pubblica amministrazione o ai privati gestori di pubblici servizi della Repubblica Italiana (art. 40 D.P.R. 28 dicembre 2000, n. 445), fatta salva l'ipotesi in cui sia prodotto nei procedimenti disciplinati dalle norme sull'immigrazione (d.lgs. 25 luglio 1998, n. 286). Il certificato è valido se presentato alle autorità amministrative straniere.

Caspani Silvia



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Carimate



silvia.caspani@hotmail.com

## **LANGUAGES**

**ENGLISH** Very Good

**FRENCH** Good

I attended German and Arabic courses

## **PC**

- Very good knowledge of word excel and power point.
- Good knowledge of social networks (Facebook, Linkedin).
- Good knowledge of Mac

## **EDUCATION**

Master Degree in international Political Science  
Università Cattolica (102/110)

Liceo scientifico sperimentale (progetto brocca)  
Istituto Marcelline Piazza Tommaseo – Milano

## **SKILLS**

HR activities with reading of applications, first assessment and possible subsequent call of the candidate

In the case of projects of great importance and involving several colleagues, I am responsible for coordination and resource planning.

I draw up the attendance sheets and then I send them to the labour consultant with whom I work closely for all activities following the hiring of a new colleague.

I carry out the activity of IT coordinator.

I am very skilled at arranging trips often very elaborate and characterized by multiple appointments.

I plan and organise workshops and congresses for both Italian and foreign staff and I often write the presentations

I deal with active and passive billing. With reference to active invoicing, I pay special attention to the relationship between the company and the customer in order to create customer loyalty.

## **HOBBIES**

I love scuba diving and I attended the course of under water photography achieving the relative licence.

I have a first aid and oxygen provider licence (issued by DAN). I deal with the municipal authorities to set up exhibitions and conferences in collaboration with diving club to which I belong.

At least twice a year I organise lessons to raise awareness of the environment among children.

I'm a volunteer for Italian Red Cross

## **WORKING EXPERIENCE**

POSTEITALIANE S.p.A.

July 2021

### *Cashier*

SOLAR-KONZEPT ITALIA SRL

March 2019 - June 2021

### *ASSISTANT*

- Travel organisation, conferences, events and workshops
- Planning agenda
- Collaboration with legal department and notary office
- Accounting, incoming/outgoing invoices
- Drafting letters and presentations (Italian / English translations)
- Marketing activities
- Relationship with building manager
- Archive

### *HR*

- HR generalist
- HR specialist (i.e. attendance check / maternity or disease leave)

PSMLAW SA

(now KELLERHALS-CARRARD LUGANO SA)

August 2013 – September 2018

### *HR*

HR support

### *PARALEGAL ACTIVITIES - ASSISTANT*

- Check agreements
- Drafting letters and presentation
- Relationship with clients
- Planning agenda
- Organization of trips, congress and workshops
- Archive

### *FINANCE*

- Drafting time sheet
- Invoicing
- Reporting

FIAT S.P.A. (RIMACO SA DEPT.)

January 2013 – July 2013

### *MANAGER ASSISTANT*

- Planning agenda
- Organization of trips, congress and workshops
- Drafting letter and presentation
- Data entry and archive

	<p>STUDIO LEGALE DELFINO E ASSOCIATI - WILLKIE FARR &amp; GALLAGHER LLP – MILANO <i>November 2011 – March 2012</i></p> <p><i>PARTNER ASSISTANT</i></p> <ul style="list-style-type: none"> <li>- Office manager support</li> <li>- Check agreements</li> <li>- Planning agenda</li> <li>- Organization of trips, congress and workshops</li> <li>- Drafting letter and presentation</li> <li>- Invoicing</li> </ul>
	<p>STUDIO LEGALE GIANNI, ORIGONI GRIPPO &amp; PARTNERS <i>November 2010 – November 2011</i></p> <p><i>EXECUTIVE ASSISTANT</i></p> <ul style="list-style-type: none"> <li>- Organization of trips, congress and workshops</li> <li>- Drafting letters and presentations</li> <li>- Planning agenda</li> <li>- Archive</li> <li>- Data entry</li> </ul>
	<p>STUDIO LEGALE ASSOCIATO BSVA <i>June 2008 – October 2010</i></p> <p><i>ASSISTANT</i></p> <ul style="list-style-type: none"> <li>- Personal assistant</li> <li>- Organization of trips, congress and workshops</li> <li>- Planning agenda</li> <li>- Invoicing</li> </ul> <p><i>PARALEGAL ACTIVITIES</i></p> <ul style="list-style-type: none"> <li>- drafting written pleadings, letters and presentations</li> <li>- preparation of files for Courts</li> <li>- check agreements</li> <li>- Filing</li> </ul>
	<p>STUDIO LEGALE E TRIBUTARIO BISCOZZI – NOBILI <i>April 2007 – September 2007</i></p> <p><i>ASSISTANT</i></p> <ul style="list-style-type: none"> <li>- Organization of trips, congress and workshops</li> <li>- Planning agenda</li> </ul>

	<p>STUDIO LEGALE ALFREDO SARDELLA E LINA MENEGON <i>September 2003 – April 2007</i></p> <p><i>HR ACTIVITIES</i></p> <ul style="list-style-type: none"><li>- attendance check</li><li>- drafting documents for lawyer trainee</li></ul> <p><i>PARALEGAL ACTIVITIES</i></p> <ul style="list-style-type: none"><li>- Drafting of deeds and letters / checking agreements</li><li>- organisation of files for Court and Superior Courts</li><li>- invoicing</li><li>- Archive</li></ul> <p><i>FINANCE ACTIVITIES</i></p> <ul style="list-style-type: none"><li>- Invoices</li><li>- F24 models payment</li><li>- Registration of lease contracts</li><li>- Reports for accounting firms</li></ul>
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I authorise the processing of my personal data GDPR 2018