



Europass Curriculum Vitae



Personal information

First name / Surname

Raffaella Salvitto

Address

Mobile

E-mail

Nationality

Italian

Date of birth

19th November 1989

Gender

Female

Work experience

Dates

September 2016 - Now

Occupation or position held

Internal Auditor

Main activities and responsibilities

Main responsibilities:

Supervisory Office
Audit and Compliance Office
Anti Corruption Office

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations;
- Determine internal audit scope and develop annual plans;
- Obtain, analyse and evaluate accounting documentation, reports, data, flowcharts;
- Prepare and present reports that reflect audit's results and document process;
- Identify loopholes and recommend risk aversion measures and cost savings;
- Maintain open communication with management and audit committee;
- Conduct follow up audits to monitor management's interventions;
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards;
- Review the suitability of internal control design;
- Conduct audit testing of specified area and identify reportable issues and dimension of risk;
- Implementation of Legislative Decree 231/01
- Management of every fulfillment of Transparency Law of Legislative Decree 33/2013;
- Implementation of CONI's Supervisory Authority on National Sports Federations;
- Editing and analysis of Anti Corruption Plan;
- Participation to round tables about best practise for Anti Corruption;
- Management of every anticorruption fulfillment of Law 190/2012;
- Functional requirement analysis for implementation of network-related programs developed

Name and address of employer

CONI Servizi S.p.A

Dates	May 2016 – August 2016
Occupation or position held	Senior Associate
Main activities and responsibilities	Deals - Transaction Services Acquisitions, disinvestments, strategic alliances, listing processes; assistance to industrial groups, financial and private equity; support for both buyers and sellers through all the transaction process (the deal continuum): from the initial strategic assessments to financial due diligence (Balance analysis, determination and analysis of cash flows, financial statement reclassification)
Name and address of employer	PriceWaterhouseCoopers Advisory S.p.A. Deals – Transaction Services
Dates	May 2015-May 2016
Occupation or position held	Senior Consultant
Main activities and responsibilities	Service Line – Assurance Sub Service Line – FAAS (Financial Accounting Advisory Services) Accounting, tax, IT projects; management of the implementation of accounting changes, from a single accounting standard to the full project planning and global implementation of IFRS. Advisory to CFOs, audit committees, treasurers, and other top financial executives to understand the pending changes and assess the impact on their companies. Advisory on critical issues arising from changes in accounting standards and regulatory requirements, new business activities and business acquisitions.
Name and address of employer	Main projects: - Audit Report for CCSE - Drafting of the Notes to financial statements in XBRL format - Dematerialization and digitization of Sogepa SpA Archive (Finmeccanica Group) - Dematerialization and digitization of Selex Sistemi Integrati Spa Archive (Finmeccanica Group) - Audit of credits, fixed assets and shareholding for CONI Servizi Spa - Drafting of the Memorandum on the Poste Italiane Spa Management Control System, incorporating the Audit activities - Law 262/2005 Project for AMA Spa - SOX Project for Wind Telecomunicazioni Spa - IT Audit Processes Support for Lottomatica Spa Reconta Ernst&Young S.p.A. Service Line – Assurance Sub Service Line – FAAS (Financial Accounting Advisory Services)
Dates	July 2014-May 2015
Occupation or position held	Accounting Analyst
Main activities and responsibilities	Responsible for the entire administration area; organization of time management; definition of business relationships with partners; management of human resources (Recruiting and Assessment); coordination of information towards the inside and outside the company; bookkeeping; drafting of the financial statements (income statement, balance sheet and notes); budget analysis; preparation and control of budgets; reclassification budget; economic and financial management; reporting of any nature for the direction; analysis of the economic-financial company trend; Internet banking operations; management of documents with suppliers and customers; financial and tax advisory
Name and address of employer	Sagitek S.r.l.
Dates	October 2011-July 2014
Occupation or position held	Administrative Assistant

Main activities and responsibilities	Skilled accountant; Implementation of business functions through computer support (cost management, bank reconciliations management, inventory accounting management); cash and bank management; bookkeeping; preparation of financial statements (income statement and balance sheet); detection analytical costs; VAT liquidations; Certification fees; preparation and monitoring of budgets; budget reclassification; budget analysis; economic management control; reporting for direction; evaluation and implementation of investments; financial and tax advisory
Name and address of employer	Con.Fam.Studio S.r.l.
Dates	January 2011-September 2011
Occupation or position held	Accountant
Main activities and responsibilities	Bookkeeping; VAT liquidations
Name and address of employer	Studio Commerciale G.Corvese
Education and training	
Dates	2012-2014
Title of qualification awarded	Master's Degree in "Business Economics" with honors - 110/110 e lode University of Rome "Sapienza"
	Thesis Title "An application of Text Mining: how aerospace companies can collaborate each other" Supervisor Prof. Sergio Bolasco; Assistant Supervisor Prof. Isabella Santini
	Research project for an aerospace company whose aim was to analyze a sample of 150 companies (by capturing information from websites, of which I was personally involved) and through the techniques of multidimensional data, particularly Text Mining, Simple Analysis and Cluster analysis, to develop a method for the analysis of the sample in order to assess the feasibility of a ProActive Collaboration between companies belonging to the same theme group. Software used: Taltac and Spad.
Dates	2008-2011
Title of qualification awarded	Bachelor's Degree in "Economy Finance and Law for Business Management" University of Rome "Sapienza"
	Thesis Title "Analysis of individual companies in Italy" Supervisor Prof. Giorgio Alleva; Assistant Supervisor Prof.ssa M.Caterina Bramati
	Studies on a sample of about 5 million existing individual companies and through the use of SAS software and the application of the Cox model it was studied the survival with regard to several factors
Dates	2003-2008
Title of qualification awarded	Accountant, commercial expert and programmer - 100/100 ITC "Angelo Fraccacreta" – San Severo
Personal skills and competences	
Mother tongue(s)	Italian
Other language(s)	English (C1), French (A2), Spanish (A1)

Self-assessment	
Social skills and competences	Excellent communication skills acquired during my university and work experience. I often played the role of team leader in the presentation of projects both in internal and external meetings.
Organisational skills and competences	Excellent organizational skills. I am responsible for the organization of office work and company deadlines in full autonomy, managing teams of several people. Any difficulty in working in group; I also dealt with staff training. In the most of the jobs I've done, I've always worked in a team.
Technical skills and competences	Excellent accounting knowledge Excellent budget analysis skills Excellent knowledge of tax matters Good knowledge of evaluation techniques Good knowledge of management control processes Excellent skills in the field of Law 262/2005 - Sox Excellent skills in the field of digitization and dematerialization Excellent skills in Internal Auditing Sufficient knowledge of Data Mining techniques
Computer skills and competences	Complete knowledge of Computer Full mastery of fingering Operating systems: Windows XP, Windows Vista Programming languages: Visual Basic, Sql, Html Excellent knowledge of the Office package (with focus on Excel and Power Point) Perfect knowledge of Blustring accounting software Good knowledge of the Team System accounting software Good knowledge of SAP Software Perfect knowledge of Ipsoa accounting software Excellent knowledge of the Software for Text Mining Taltac 2.0 Good knowledge of the Spad statistical software Sufficient knowledge of the statistical software Sas Sufficient knowledge of the Spss statistical software Total use of internet, e-mail and any other computerized means In November 2014 I received a certificate for the participation to Taltac Basic Course at Sapienza University of Rome
Driving licence	A2, B

Additional information

I have followed several training courses, from English language courses KET level, PET level and FIRST level (passing Cambridge School of English exams with merit) to formal language courses. During my higher studies I won the "Mathematical Olympics" held at the above mentioned Institute.

In my free time, I like to be an animator for children's parties, I practice a lot of sport, I like theater and reading. I love traveling, which is my best hobby.

I worked several years as an animator and teacher of Caribbean dances for couples.

I am a precise, determinate and reliable person. I know what it means to coordinate a team and manage deadlines.

I have a high capacity for resistance to stress; I worked and at the same time I graduated. Excellent problem solving skills.

I have a great and fast learning ability.