



# Adele de Angelis

Sales Administrator

📍 Copenhagen, Denmark

✅ Adele is **Available to work**

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## Work Preference

Location: Not looking to relocate

Pattern: Open to Full time or Part time work

Employment: Permanent Positions, Hourly Consulting, Freelance Assignments

## Skills

Communication (Advanced)

Cultural Awareness (Advanced)

Attention to Detail (Advanced)

motivated (Advanced)

Target Driven (Advanced)

Knowledge of the product and the brand...

Time Management (Advanced)

Customer Satisfaction (Advanced)

Customer Service (Advanced)

## Languages

French (Basic)

Italian (Native)

Spanish (Basic)

Danish (Basic)

English (Work Proficiency)

## About

I am Adele De Angelis and I got a Master of Science in Law, Business and Administration in 2014 at La Sapienza, University of Rome. During my last year at the University I have started the legal apprenticeship and soon after I started working as legal advisor at a law firm. As my husband was based in Copenhagen, I started travelling back and forth to Denmark. However, in 2016 I moved to Qatar where I was working for an International multi-disciplinary consultancy firm that provided a full range of services (e.g. MEP design, Design Management, P&C Management for retail & Fit Out Projects). It was only on June 2019 that I moved to Brisbane with my family as I started working at Bulgari Corporate. Eventually, I relocated on May 1st 2022 to Hellerup, Denmark.

I define myself as accountable, passionate, detail-oriented but also organized and diligent. I'm a team-oriented person. I have an outstanding aptitude to review legal agreements and to provide feedbacks and comments in fast-paced and challenging environments. Focused on protecting business' interest, risk management, data protection and maintaining regulatory compliance.

Thanks to my academic background in Legal, Business and Administration sector as well as the responsibility positions I had in medium/large companies while in Italy, Middle East and Australia, I believe that I could be the right fit for this role. In addition, I am collaborative person who likes to work in a team but at the same time able to be independent and accomplish the tasks in due time.

Moreover, travelling in the last 10 years has given me the opportunity to be flexible, to keep my curiosity wide open, and to work in a multicultural and in a high-paced environment.

### BRANDS WORKED WITH

Bulgari

Esa Engineering Qatar Wll

## Experience



### ● Sales Administrator at

Bulgari | Dec 2019 - Nov 2021

<https://www.bulgari.com/en-int/>

- Liaised with local law firm to draft legal agreement with external supplier
- Provided valuable advice to the business unit management regarding policies, controls and procedures
- Controlled the supply chain for pieces to be replaced and repaired
- Conducted market research to develop pricing strategy and understand the overall market
- Developed connection with logistic company to deliver high jewelry pieces, liaised with private insurance company to assure the value of the packages
- CRM activities
- Focused to give a luxury experience for the clients
- KPI review

### ● Deputy General Manager

Esa Engineering Qatar Wll | Jan 2016 - Dec 2016

<https://esa-engineering.com>

- Tasked with reviewing agreement contract with our client and supplier
- Responsible for continuously reviewing and updating procedures so that they meet the compliance requirements
- Monitored registration, licensing, and training requirements for employees
- Researched, interpreted and advised the company regarding compliance with local and international laws and regulations
- Facilitated client due diligence