



Europass Curriculum Vitae



GENERAL INFORMATION

Name Surname	Olgera Peti
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Nationality	Albanian
Date of Birth	12/05/1989
Gender	F

WORKING EXPERIENCE

JUN. 2016 - TODAY

Junior Analyst at Galileo Advisory srl, Via Merulana 247, Rome

Galileo Advisory is a company that operates in the field of financial consulting with particular regard to PPP (Public Private Partnership), Financing, Restructuring, Real Estate, M&A, Start up and New Technologies projects.

My role consists in contributing to the satisfaction of our customer's requests. During the ordinary working activity, I carry out several tasks assigned by the manager, proceeding alone or in collaboration with my colleague. In other cases, I personally take care of some customers, under the supervision of the manager.

The main tasks I have performed were related to the study of tender documentation, the preparation of Economic and Financial Plans and Descriptive Reports for the purpose of our customer's participation in public tenders for the assignment of services or public works. I have also contributed to the preparation of PowerPoint Presentations that collect the main information on the economic, asset and financial situation of the companies / clients that accompany their financing / debt consolidation applications.

AUG. 2015 - NOV. 2015

Receptionist at SIRT, Via dei Pettinari, 83 Rome

Description

- Customer reception
- Booking management

MAR. 2014 - MAR. 2015

Administrative Secretary at Beta Srl, Via Fontana Candida, 175, Rome

Description

- Accounting and database administration
- Staff management

JAN. 2013 - APR. 2013

Collaboration scholarship at the Faculty of Economics of Sapienza, University of Rome, Rome Italy

Description

- Management of all the necessary study material for students of the Master "Banking and Finance"

EDUCATION AND TRAINING

JAN. 2011 - OCT. 2013

Master Degree in "Financial Intermediaries, International Finance and Risk Management" at Sapienza, University of Rome

Thesis in Risk Management of Banks and Insurance Intermediaries titled "**Market risk, regulatory evolution and operating practices**". Thesis supervisor: prof. Pasqualina Porretta. Final vote: 110 e lode

The university courses allowed me to master the following skills:

- Problem solving in the field of corporate finance;
- Managing the risks and the capital of financial intermediaries;
- Acting as an Analyst or a Manager in area of planning and control, risk management, internal audit, accounting and balance sheet, loans and finance in national and international contexts;

Main Subjects

Risk management for banks and insurance intermediaries, Balance Sheet strategies and bank performance, International Finance and value creation

SEP. 2007 - DEC. 2010

Bachelor Degree in Economics, course of "Banks, insurance intermediaries and financial markets", at Sapienza, University of Rome

Thesis in Economics and monetary policies titled "Integration in the European monetary union, the case of Albania". Thesis supervisor: prof. Giuseppe Ciccarone. Final vote: 110/110.

Main Subjects

Economics and management of banks, Corporate finance, Economic policy

SEP. 2003 - JUL. 2007

High school diploma

Graduated at "Raqi Qirinxhi", Albania (**Francophonic High School**)
Part of courses were taught in French. Final vote: 9,8/10

PERSONAL SKILLS

Native Language

Albanian

Other Languages

Self-assessment

Italian
French
English

Comprehension		Spoken		Written
Listening	Reading	Interaction	Oral Reproduction	
C2	C2	C2	C2	C2
C2	C2	C2	C2	C2
B2	B2	B2	B2	B2

*Levels: A1/2 Base User - B1/2 Independent User - C1/2 Advanced User
Common European Framework of Reference for Languages*

Communication Skills

▪ During my experience as a junior analyst at Galileo Advisory Srl I have mastered strong organization skills with attention to detail even when I have to manage different tasks at the same time, defining priorities and respecting the deadlines. Excellent interpersonal and social skills were mandatory to achieve the objectives combined with professionalism and persistence.

Digital Skills

- Excellent working knowledge of the Microsoft Office Suite: Excel, Word, PowerPoint.
- Excellent e-mail management through Outlook

Other Information

Participation at the Course "The quality of the public policies" organized by the association Italiadecide. 2013, Rome

Personal Hobbies and Interests

During my spare time, I take Latin dance lessons. I go often walking or running. I like very much traveling. I visited alone different European capitals.

Autorizzo il trattamento dei dati personali