



## **Silvana Costa**

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### **EMPLOYMENT HISTORY**

#### **Assistant Import-Export Manager**

Dafne Italian Philosophy- Gli Elementi Skin Care

2010-2016

Dubai ( UAE) - Italy

- Clean and timely negotiation of documents resulting with excellent relations with customers.
- Finding new area and developing customers
- Co-ordination with the production house for replenishments and follow-ups
- Worked with the team on the buy and sales plan.
- Assisted the team in presenting performance reviews and suggested possible changes based on research, past performance.
- Getting orders from overseas markets/buyer with new marketing & sales strategies.
- Participated in various Exhibition held in Asia, Middle East and Europe.

#### **Assistant Import /Export Manager**

Dafne Italian Philosophy – Gli elementi Skin Care

2008-2016

Singapore- Hong Kong –Malaysia- Vietnam

- Co-ordinating import and export department activity
- Discovery of new suppliers and clients, contracts negotiation.
- .Finding new area and developing customers
- Setting production and supplying priorities accordingly to export contracts
- Participated in various Exhibition held in Asia

## **Sales Representative**

P.L. Progress Fashion  
Rome, Italy  
2000-2008

- Worked with company staff to effectively close sales, logistics, marketing.
- Perfected knowledge of products, market and sales strategy
- Handled and resolved any complaints or concerns from customers
- Worked on training new company employees
- Analyzed market potential
- Wrote concise and effective customer proposals.
- Supervised established clients accounts

## **KEY SKILLS**

- In –depth knowledge of import export policies
- Good problem solving skills
- Good organizational skills
- Ability to undertake safety measures
- Excellent at coordinating team management
- Good leadership skills

## **Languages**

- Italian (mother tongue)
- English (fluent)
- French (fluent)

## **EDUCATION**

- BA in Sociology  
Sapienza - University of Rome  
Rome, Italy
- Diploma of Language Studies  
Magnum School  
Rome, Italy

## **PERSONAL INTERESTS**

Traveling | Reading | Fitness | Art | Design | Fashion

## **REFERENCES**

References are available on request.