

PERSONAL INFORMATION **Denisa Lastovková**

📍 Trenčianska 62, 821 09 Bratislava (Slovakia)

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Date of birth 15/07/1975 | Nationality Slovak

WORK EXPERIENCE

2009–Present

Managing partner

STUDIO MORANDINI E ASSOCIATI, s.r.o.
Michalska 7, 811 01 Bratislava (Slovakia)

- Responsible for business development and achieving company goals
- Provision of strategic business advisory and specific consultations to the company's clients – daily oral and written communication in several languages: English, Italian, Slovak, Czech and occasionally Spanish
- Delegate responsibilities and supervise the work of the subordinates
- Coordination and provision of translation of documentations (mainly technical) from/to Slovak, English, Italian
- Proofreading of the translated documents in Slovak, English and Italian

2008–Present

General manager

ITALIAN - SLOVAK CONSORTIUM FOR ENERGY INDUSTRY
Michalska 7, 811 01 Bratislava (Slovakia)

Non profit organization focus to support bilateral Slovak – Italian activities in the field of energy industry.

Organization of specific seminars and workshops at a bilateral level either in Slovakia or Italy with the specific focus on nuclear energy; decommissioning and waste management.

2005–2009

Country Manager SR, Administration manager

KENVELO Slovakia, spol. s r.o., Fashion textile retailer, Bratislava

- Coordination of the company transformation from a family-run business to a holding company
- Business processes and procedures analysis and their incessant improvement making them simpler and more effective
- Coordination and management of the Head Office Departments: Administration, Finance, HR, Payroll, IT, Retail, Claims and Logistics
- Information flow management of the internal (head office to shops, head office to headquarter) and external communication (towards state authorities, landlords, developers, suppliers, business partners) of the company
- Financial budgeting, business plans preparation, controlling, cash-flow management
- Services sourcing across various areas: telecommunication, IT, security, property, labour safety, construction, etc.
- Negotiation and administration of lease contracts and other contracts, close cooperation with the Legal Department
- Project management of shops opening / closing covering areas of construction, services outsourcing, personnel recruitment and their training, operational manuals and instructions preparation, insurance, licences and certificates provision
- Providing coordination in the area of the Internal Facility Management of the Shops
- Regular and ad-hoc reporting to HQ in Prague

- Providing administrative support to other departments in the HQ and to the shops chain in Slovakia.

2001–2005 **Project Manager & Product manager for CZ and SK**
 SATUM CZECH – insurance broker company, Prague, Bratislava

- Project development and its successful implementation in the field of transportation insurance for a Czech Transport Organization ČESMAD Bohemia and Slovak ČESMAD Slovakia
- Duties include: terms and conditions negotiations with insurers, preparation of methodology for product selling, organizing of trainings, product lecturing and consultancy, coordination of the insurance online sale software development and marketing support
- Risk analysis, tailor-made insurance contract preparation mainly in liability and property insurance, policy administration and claim settlement.

2003–2004 **English lecturer**
 BRITANNIA – English language academy, Barcelona (Spain)

Teaching English on the phone, in-company English classes, intensive First Certificate of English courses, Drama club, etc.

2000–2001
 PHONE LANGUAGES; JULIO VERNE; HIBERNIA-IDIOMAS - English Language Academies, Madrid (Spain)

EDUCATION AND TRAINING

09/1995–09/2000 **Master's Degree**
 COMENIUS UNIVERSITY IN BRATISLAVA, Bratislava (Slovakia)
 Faculty of Arts, Master in English and Spanish language

PERSONAL SKILLS

Mother tongue(s) Slovak

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Italian	C2	C2	C2	C2	C2
Spanish	C1	C2	C1	B2	C1
Czech	C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Digital competence Computer skills (MS Office, iOS)

ADDITIONAL INFORMATION

- Memberships
- Italian – Slovak Chamber of Commerce 2011- 2014 – Board member
 - Italian – Slovak Consortium of Energy Industry – founding member and a general manager