

Giovanna Corridoni

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2014
Majors: Management Information Systems, International Business Administration
Minor: Spanish | GPA: 3.73 | Business Honors Program | University Honors Program
Dean's List: Fall 2010 – present | Study Abroad: Temple University Rome, Fall 2012

ACTIVITIES: VP of Professional Development, Association of Information Systems 2013 – present
Finalist, Deloitte Federal Technology Case Competition, 2012
Freelancer, IT Services, Association of Information Systems - 2013
Member, International Business Association, 2011 – 2013
Mentor, Fox Mentorship Program, 2011 – 2012
Volunteer, Mexican Cultural Center of Philadelphia, 2011 – 2012
Participant, Target Case Competition, 2011
Member, People to People Student Ambassador Organization, 2007

EXPERIENCE: U.S. COMMERCIAL SERVICE, Philadelphia, PA May 2013 – present
International Trade Associate

- Compose market research reports to provide clients and partners with insight about international markets and specific industry analysis.
- Create executive reports and presentations by retrieving performance metrics, data sheets, and event details from the organization database and customized platform.
- Assist in event planning with responsibilities including, but not limited to promotions, guest lists, and agendas.
- Design promotions for international trade events and distribute promotions to clients and partners by using creating queries in our client tracking system.

SERAFINA, Philadelphia, PA September 2011 – present
Hostess

- Provide customer service for 150-seat, casual restaurant specializing in Northern Italian cuisine.
- Greet customers and evaluate estimated waiting times by assisting manager with zoned serving sections, including support with large parties and event coordination.
- Practice strong communication skills by answering telephone calls, recording reservations accurately, and acting as a liaison between customers, managers, and wait staff to solve discrepancies.

SAMUEL SHAPIRO & CO., INC., Philadelphia, PA May 2012 – May 2013
Import Intern

- Organize and manage 300-400 files weekly, including confidential data for import cargo, customers, and vendors.
- Track and trace import cargo through a series of communication networks to ensure efficient movement of goods, compliance with government regulations, and confirmation of delivery.
- Input, update, and verify information into a customized database to provide colleagues, customers and government officials with accurate and up-to-date information.

SKILLS & LANGUAGES:

- Spanish – basic,
- Microsoft Office Word, Excel, PowerPoint,
- WordPress, MySQL, HTML