



CURRICULUM VITAE

PERSONAL DATA

Name Carolina Elisabeth van der Pijl
Address Andries Copierstraat 80
1061 SE Amsterdam
Telephone +31 629236463
E-mail carinvanderpijl@ziggo.nl
Nationality Netherlands

PROFESSIONAL EXPERIENCE

May 2018 - February 2024

Eni International B.V.
Italian energy company

Corporate Affairs Services Officer

Responsible for:

Assisting in providing all the necessary corporate secretariat services required by the company and its Dutch and foreign affiliates and subsidiaries.

Assisting in the organisation of board meetings and shareholder's general meetings of affiliates, subsidiaries, joint ventures, and other entities directly controlled by Eni International B.V. which includes amongst others, boardroom bookings, ensuring parties to the meetings receive corporate documents in due time, preparation of Board Resolutions, Shareholders Resolutions, Board Meeting Minutes, Shareholders' Meetings Minutes, internal memoranda, and accurate filing of relevant documents.

Assisting in the processes and procedures which are used to grant and revoke Powers of Attorney to the Company's representatives.

Assisting in the process of incorporation of Dutch companies and registration of local branches in conformity with local laws.

Assisting in the process of liquidation of Dutch companies and local branches in conformity with relevant laws.

Liaising with the corporate secretariat services departments of the affiliated companies or, if required, performing corporate secretarial services on their behalf.

Jan. 2017 – May 2018

Bierens Incasso Advocaten

Law firm specialised in B2B debt recovery

Paralegal

Handling cases with both Italian and UK debtors

Advising clients

Contact with counterparties

Handling disputes

Trying to collect outstanding debts

Jan. 2015 – Dec. 2016

Bierens Incasso Advocaten

Law firm specialised in International B2B debt recovery

International Secretary

Support lawyers, in particular the Italian lawyers
Writing correspondence to and from clients (in Dutch, English and Italian)
Administrative work

Sept. 2010 – Dec. 2014

ATIA-ISWA Italia

Non-profit association active in the waste management. National Member of ISWA (International Solid Waste Association)

Office manager and event coordinator

Biggest achievement:

Lead the organisation of the 3-day “2012 ISWA World Conference “ with 1200 attendees.

Other duties:

General office support, administrative support, database management, diary management, research of new members, website maintenance, organisation and promotion of activities in Italy and abroad. Treasurer, writer of the monthly newsletter, assistant of the President of ISWA International.

Problem solving, maintaining relationships with clients / sponsors / partners.

Jul. 2002 - Jun. 2010

(freelance work during university)

Bureau Veldkamp marktonderzoek (Amsterdam, the Netherlands)

Market-research company

Freelancer

Activities: corporate relationships and operational organisation of the office.
Planning and management of the meetings with companies and customers.
Hostess during meetings and gatherings.
Data entry work.

EDUCATION/QUALIFICATIONS

Sept. 2008 - Jun 2010

University of Amsterdam, Faculty of Humanities, Amsterdam (the Netherlands)

Master Degree in Italian language and culture

Sept. 2003 - Aug 2008

University of Amsterdam, Faculty of Humanities, Amsterdam (the Netherlands)

Bachelor Degree in Italian language and culture

Sept. 2007 - Feb 2008

University of Bologna, DAMS Faculty, Bologna (Italy)

- Minor, Erasmus, as part of the Bachelor.

Sept. 2003 - Sept. 2005

Training course at the Conservatorium of Amsterdam (the Netherlands)

- Specialisation in violin.

Sept. 1996 - Jun. 2002

High school “Hermann Wesselink College”, Amstelveen (the Netherlands)

- Degree “VWO”

OTHER EXPERIENCES

- present

Various orchestras (Lundi Bleu, NJSO, NSO, NHJO [The Netherlands], FAO [Italy])

Performances at the prestigious music halls of Amsterdam, Florence, Manchester, Berlin, St. Petersburg and Lebanon.

Mar. 2009 - Nov. 2009

In depth study of the Italian language and culture through a period of study exchange and stay in Bologna, Italy.

LANGUAGES

Dutch: native speaker; Italian: C2; English: C2;

OTHER SKILLS

Excellent knowledge of Windows operating system, Microsoft application packages.

Regular use of the Internet and Outlook Express.

INTERESTS

Sport (ski, tennis, fitness, cycling), playing violin, reading and travelling.