



Aldo Soliani

Date of birth: 17/08/1971 | **Nationality:** Italian | **Gender:** Male |

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via Firenze 13, 20099, Sesto San Giovanni, Milano, Italy

About me:

Father in a Dutch-Italian family, open-minded, genuinely European, natural leader, culture and nature lover, writer, music expert, loves numbers and data too and worked for more than 20 years in International Business with Management tasks.

Broad experience in all administration aspects + creative attitude and approach + remarkable soft skills + outstanding communication skills.

● WORK EXPERIENCE

09/2022 - CURRENT

TRAINER - AFOL - AGENZIA FORMAZIONE LAVORO * MONZA BRIANZA

Teacher in Accountancy and Administration procedures adult classes

02/1998 - 08/2022 - Milan, Italy

BILLING COORDINATOR, ADMIN EXPERT, ENVIRONMENTAL PROGRAMME COORDINATOR - FRESHFIELDS BRUCKHAUS DERINGER LLP

Head of a diverse Team in charge of admin, billing and budgeting tasks for Milan and Rome offices of a leading Worldwide Law Professionals Network: documents, data, flows, digital procedures, daily contacts with Partners, International Clients and colleagues, Tax Authorities. Familiarity and expertise with all main admin procedures and programmes.

Since 2015: in charge of sustainability & environmental policies and initiatives for Italian offices. Brought our offices to major achievements as 100% renewable energy, 100% recycled paper, smart mobility, reduced consumption, ban of plastics etc.

2003 - CURRENT - Bologna, Milano, Messina, Italy

WRITER - KAI ZEN - ENSEMBLE NARRATIVO

Founding member of a 4-people writers group releasing novels with major national publishers, tales, essays, music reviews, articles, and creating and running creative courses, cultural projects (Bolzano, Lecce, Cagliari), online initiatives etc. Main publications:

La strategia dell'Ariete - Mondadori Strade Blu 2007

Delta Blues - Verdenero Ambiente 2010

Cronache dalla polvere - Bompiani 2019

https://it.wikipedia.org/wiki/Kai_Zen

[Kai Zen \(Author of La strategia dell'Ariete\) \(goodreads.com\)](https://www.goodreads.com/author/show/Kai_Zen)

<https://therapsheet.blogspot.com/2009/05/kai-zen-future-of-publishing.html>

EDUCATION AND TRAINING

09/2022

CORPORATE SUSTAINABILITY EXPERT – LIFE GATE | EDUCATION

Website <https://lifegateedu.it/corso-di-sostenibilita-avanzato/>

11/2022 – 02/2023

TRAINER 2.0 - EU CERTIFIED – ICAF - Istituto di Conciliazione e Alta Formazione

Website <https://www.istitutoicaf.it/prodotto/corso-formatore-2-0/>

1990 – 1994 – Milano, Italy

COMMUNICATION & MARKETING - BACHELOR'S DEGREE – IULM University Milan

Address Milano, Italy | **Final grade** 70/70

1984 – 1989 – Sesto San Giovanni, Italy

ACCOUNTING DIPLOMA – De Nicola High School

Address Sesto San Giovanni, Italy | **Final grade** 56/60

LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
DUTCH	C1	B2	B2	C1	B2
FRENCH	C1	C1	B2	B2	B2
PORTUGUESE	B1	B1	B1	B1	B1
SPANISH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user