



Curriculum Vitae
ANNA CANOVI
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Personal Training

Second level university master's degree in internationalization of enterprises

Foreign Trade Institute - Alma Graduate School Villa Guastavillani University of Bologna

Degree in Business Administration

Faculty Marco Biagi University of Modena

Professional Qualifications

- Certified Public Accountant – Auditor (Dottore Commercialista - Revisore Legale dei Conti)
- Expert with similar functions to the O.I.V. on behalf of A.N.A.C.
- Examination Commissioner for the Emilia Romagna Region for the area of business administration and control (Certification of skills and issuance of Professional Qualification: Secretarial Administrative Qualification and Technical Accounting Qualification)
- Qualified teacher for general and specific training of workers D.Lgs.81/08

Professional experience in educational training

From 2013 to present - U.N.I.M.O.R.E. contract lecturer for the teachings:

- Economia Aziendale Titolare del corso A.A. 2024/25; A.A. 2023/24
- Diritto commerciale Didattica Integrativa A.A.2019/20; 2020/21; 2021/22; 2022/23; 2023/24
- Economia Aziendale Didattica Integrativa A.A. 2020/21
- Scienza delle Finanze e Sistemi di Welfare Didattica Integrativa A.A. 2019/20
- Laboratorio di Economia Aziendale – TFA Titolare del corso A.A. 2014/15
- Sistema delle rilevazioni contabili e bilancio – PAS Titolare del corso A.A.2013/14
- Gestione finanziaria e fiscale – PAS Titolare del corso A.A. 2013/14

From 2008 to present - Lecturer and examiner of professional courses for the subjects:

- secretarial administration, general administration, accounting, tax campaign
- personnel administration, labor contracting, tax and social security compliance
- business organization and economics, international contracting and foreign trade
- health and safety in the workplace - general and specific training of workers

Other current professional assignments

- Since 2019 - Activities as an auditor for M.I.M.

Assignment as auditor of public educational institutions

Main routine activities performed in collaboration with the Director of General Administrative Services and the School Director:

- Periodic cash audits and reconciliation of financial data
- Verification and drafting of Annual Program minutes
- Verification and drafting of minutes of Supplementary Contract Hypothesis
- Verification and drafting of Final Account
- Verification and attestation of project reporting and PNRR funding

- From 2023 to present - O.I.V. activities on behalf of A.N.A.C.

Assignment of person with similar functions to the Independent Evaluation Body.

Main ordinary activities carried out in collaboration with the Institute's Head of Corruption Prevention and Transparency:

- Verification of proper fulfillment of publication obligations
- Verification of organizational measures that ensure the smooth functioning of the information flows for the publication of data in the "Transparent Administration" section
- Attestation of the truthfulness and reliability of what is reported in the verification sheet with respect to what is published on the Administration's website

- From 2015 to present - Activities of Area Expert for the Emilia Romagna Region.

Assignment of exam commissioner for certification of skills and qualification release

Main ordinary activities carried out in collaboration with the Training Project Manager:

- Preparation of the examination to be submitted in written form
- Conduct of the examinations in oral form
- Formulation of judgment and assignment of final grade for the issuance of the professional qualification

-- 2008 to present - Corporate training consultant.

Targeted training assignments for retraining of company staff and training of apprentices and unemployed and unemployed job seekers.

Main ordinary activities carried out in collaboration with Tutors of different Training Organizations and/or company training project managers:

- Comparison of specific training needs, identification of objectives
- Organization of the calendar and planning of the course
- Definition of the course program with details of the topics covered
- Preparation of teaching materials: slides, exercises and case studies
- Conduct of classes both in-person and distance learning
- Use of various platforms for interactive teaching
- Completion of electronic attendance records with digital signatures
- Preparation of final learning tests

Other previous professional assignments

- From 2003 to 2019 - Associate to firms of Certified Public Accountants, Trade Associations, Dari Processing Centers and Tax Assistance Centers.

Main ordinary activities performed:

Keeping of simplified and ordinary accounts for companies and professionals; preparation of periodic auditing accounting situations; preparation of annual financial statements; tax returns; periodic and annual tax compliance; bookkeeping and accounting records; management of chamber of commerce practices and tax litigation; collaboration for extraordinary business operations; collaboration in the elaboration of internationalization projects for P.M.I.

Professional experiences abroad

English professional study in Spalding Lincolnshire UK - July/September 2005

Other

From 2000 to 2010:

Collaboration with TV news magazine of economic information in the ceramic industry.

From 2000 to 2010:

Collaboration with newspaper specialized in the agribusiness sector.

Interests and passions

Horseback riding: holding a 1st degree F.I.S.E. license.

practiced sport competitively for over 15 years, today remains a passion for horses.