

## Marianna Massimiliani

### *Curriculum Vitae*

#### **Work experience**

##### **From August 2015 - January 2016: Office Manager.**

Zomato Media Private Limited - Rome Office - Largo di Torre Argentina, 11.

Permanent contract. (References available upon request)

- Setting the new office up; chasing orders and ensuring the smooth running of the office on a day to day basis; managing the day to day operations;
- managing projects and conducting research, producing reports for management, writing of agreements and releases; preparing and editing correspondence, reports, and presentations;
- office management (telephone and internet lines management, management of the cleaning company and office suppliers, grocery shopping management);
- liaising with Italian and foreign suppliers, raising purchase orders and invoice, collating information and record it accordingly; organizing and maintaining files and records;
- RLS for the company (Work safety representative);
- maintaining and update internal expense tracking;
- ongoing support to the Sales team in administration;
- planning and scheduling meetings and appointments;
- making travel and guest arrangements;

##### **From September 2010 to April 2015: Box-office and External Relation Manager.**

Il Circolo degli Artisti Soc. Coop. a r.l. - Via Casilina Vecchia Roma.

Permanent contract. (References available upon request)

- Researching and maintaining relationships with international clients to achieve cultural collaborations and sponsorships;
- managing small and medium-sized events;
- writing applications for national and European fundings;
- supporting the Press Office Director;
- writing contents for social networks, fliers, and leaflets; preparing briefs and presentations;
- liaising with SIAE (Italian Authors' and Publishers' Association) offices and managing all permissions, reporting, payments;
- dealing with five ticketing companies, updating information and check the data on the e-commerce platforms; weekly and monthly reporting and evaluation of sales; banking;
- managing Box-office and its customers service, managing and training box-office staff;

- participating in music industry conferences during European music festivals (Barcelona, Brussels, Groningen, Eindhoven, Hamburg);

**Main events I worked on as Project Leader:**

**September '12 "Genius Loci. Pasolini per esempio".** A 3 days retrospective of Italian poet P.P.Pasolini supported by "Assessorato alle Politiche Culturali e Centro Storico di Roma Capitale"

<https://letteratitudinenews.wordpress.com/2012/09/23/geniuslocipasoliniperesempio/>

**March '14 "Kamu Kamu Nippon"** Japanese food and culture event, in collaboration with Embassy of Japan in Italy

<https://www.facebook.com/events/520316401415674/>

**May '14 Live music manager during British Embassy's "GREAT Britain" event,** at MAXXI Museum in Rome.

<https://www.facebook.com/events/1449379638636747/>

**September '14 "I Bike Rome. Copenhagenizziamoci!"** event dedicated to food, sustainability and cycling cities, in collaboration with

Royal Danish Embassy in Italy <https://www.facebook.com/events/344200805740749/>

**From May '13 Italian representative of "LIVEEUROPE"** platform of 13 European music venues, funded by the European Union

programme "Creative Europe, established to promote emerging artists across national borders <http://liveurope.eu/>

**From September 2007 to June 2010 Office Assistant.**

Microcosmi - Event and Communication Via Gasperina, 43 - 00118 Rome. (References available upon request)

- Promotion of the project "Abbeys and monasteries in Lazio" for AT Lazio at MITT – Moscow International Travel & Tourism Exhibition, from 18th to 21th march 2009;
- managing relations with foreign producers and filmmakers for the 4th edition of the Archeological Film Festival Capitello D'Oro - Festival Internazionale del Cinema Archeologico, held in Rome at Auditorium Parco della Musica from 27th to 29th March 2009.

**Education**

- Academic year 2012/2013 **Master's degree in E-learning** - Università degli Studi della Tuscia.
- June 2011 **DITALS qualification for Italian as a second language teacher** - Università per Stranieri di Siena.
- December 2010 **MA degree in Humanities with a dissertation in General Linguistics about Linguistic communication in museums.** Grade 110 e lode (honours) / 110 - Sapienza Università di Roma.
- Academic year 1998 – 1999 **High School Diploma - Liceo Classico Sperimentale "B. Russell"** - Rome.

**Language skills**

**English:** Advanced user (I spent two years leaving and working in Reading, UK, from September 1999 to 2001 and I studied English Language and Literature during University courses in Rome).

**Spanish:** Intermediate user (Courses at Sapienza di Roma, Academic year 2003 – 2004).

**Computer skills**

Computer literacy, excellent web-research skills; managing profiles and Facebook pages, Twitter, Instagram, analysis tools and ads (Facebook Insight, Facebook management posts). Proficiency in using MS Office / Open Office; Knowledge of using CMS - Content Management System and LMS - Learning Management System; knowledge of video conference and desktop sharing programs.

### **Volunteer Experience & Causes**

From 2005 to 2013 I took part in political campaigns with organizational roles.

April 2008 - June 2013 - I organized courses to teach Italian as a second language to migrants from Romania, Bangladesh and Belarus.

May 2005 – October 2008 – Student Representative, Senato Accademico “Sapienza Università di Roma”.