



● WORK EXPERIENCE

 **LUCIDIEMASTRANTONIO S.R.L** – OLEVANO ROMANO, ITALY

EXECUTIVE ASSISTANT – 15/05/2020 – 06/05/2024

Executive Assistant - Lucidiemastrantonio S.R.L

Responsibilities and Skills:

Administrative Assistance:

Efficiently manage day-to-day administrative tasks to ensure smooth operations.

Coordinate and schedule meetings, appointments, and travel arrangements.

Maintain and organize physical and digital records and files.

Data Collection:

Gather and compile data from various sources for analysis and reporting.

Ensure accuracy and completeness of collected data.

Conduct surveys and interviews to collect relevant information.

Data Management:

Develop and maintain databases to store and retrieve essential information.

Implement data entry procedures to ensure data integrity and security.

Generate reports and presentations based on data analysis.

Technical Support:

Provide technical assistance to staff and clients in resolving software and hardware issues.

Troubleshoot technical problems and provide timely solutions.

Collaborate with IT department to ensure system efficiency.

Direct Contact with Public and Private Institutions:

Establish and maintain relationships with key contacts in public and private sectors.

Represent the company in meetings and negotiations with various institutions.

Facilitate communication between the company and external organizations.

Ability to Handle the Pressure of Field Work:

Demonstrate resilience and adaptability in dynamic and challenging environments.

Manage multiple tasks simultaneously while maintaining high performance standards.

Make quick and effective decisions under pressure.

Communication Skills:

Exhibit strong verbal and written communication skills with both experts and clients.

Prepare clear and concise reports, emails, and correspondence.

Conduct presentations and meetings to convey information effectively.

Application of Business Administration and Marketing Principles:

Apply basic principles of business administration in day-to-day operations.

Assist in the development and execution of marketing strategies.

Analyze market trends and contribute to marketing plans.

Planning, Budgeting, and Forecasting:

Assist in the preparation of budgets and financial forecasts.

Monitor expenditures and ensure adherence to budgetary constraints.

Participate in financial planning and analysis activities.

Teamwork:

Collaborate effectively with colleagues to achieve common goals.

Participate in team meetings and contribute to group discussions.

Foster a positive and cooperative work environment.

● EDUCATION AND TRAINING

12/09/2015 – 20/06/2020 Olevano Romano, Italy

DIPLOMA DI ISTRUZIONE SECONDARIA SUPERIORE AD INDIRIZZO LINGUISTICO IIS Renato Cartesio

Website <https://www.iiscartesio.edu.it/> | **Field of study** Literature and linguistics | **Final grade** 97

10/07/2020 – 19/03/2025 Rome, Italy

BACHELOR DEGREE IN BUSINESS ADMINISTRATION & ECONOMICS Università degli Studi di Roma "Tor Vergata"

Comprehensive understanding of economic theories, principles, and their practical applications in various business contexts.
Proficiency in analyzing market trends, economic indicators, and their impact on business operations and strategies.

Teamwork:

Developed strong collaborative skills through group projects designed to foster dynamic and efficient learning in finance, accounting, and business.
Enhanced ability to work effectively within diverse teams, managing different viewpoints and leveraging collective strengths to achieve common goals.

Presentation Skills:

Gained significant experience in preparing and delivering presentations to an audience, adhering to strict deadlines and timeframes.
Improved public speaking abilities and confidence, essential for pitching ideas, presenting reports, and leading meetings.

Interactive Learning and Discussions:

Engaged in interactive lessons and discussions with international experts, broadening perspectives and understanding of global business practices.
Developed critical thinking and analytical skills by debating contemporary economic issues and business case studies.

Technological Proficiency:

Utilized various interactive learning platforms and software tools to enhance understanding of complex concepts in economics and business administration.
Acquired technical skills in data analysis, financial modeling, and business simulations using specialized software.

Research and Analytical Skills:

Conducted detailed research projects, employing both qualitative and quantitative methods to investigate economic and business phenomena.
Enhanced analytical skills through the evaluation of data, identification of trends, and formulation of evidence-based conclusions.

Problem-Solving and Decision-Making:

Cultivated strong problem-solving abilities by tackling real-world business challenges and developing innovative solutions.
Improved decision-making skills through case studies and simulations that mimic actual business scenarios.

Communication Skills:

Refined written and verbal communication skills, essential for drafting reports, business plans, and correspondence.
Learned to convey complex economic and business concepts clearly and effectively to both technical and non-technical audiences.

Leadership and Management:

Developed leadership qualities through roles in group projects and presentations, managing tasks, and coordinating team efforts.
Gained insights into effective management practices, including strategic planning, organizational behavior, and human resource management.

Adaptability and Cultural Awareness:

Increased adaptability by studying in an environment with a diverse cohort, learning to navigate and appreciate different cultural perspectives.
Enhanced cultural awareness and sensitivity, crucial for operating in today's globalized business environment.

Ethical and Social Responsibility:

Emphasized the importance of ethical decision-making and corporate social responsibility in business practices.

Address Via Cracovia, 50, Roma, Italia, 00133, Rome, Italy |

Website <https://economia.uniroma2.it/ba/business-administration-economics/programme/> |

Field of study Management and administration , Marketing and advertising , Wholesale and retail sales , Law , Inter-disciplinary programmes and qualifications involving business, administration and law

Final grade 91 | **Thesis** "The Behavioural Economics of John Maynard Keynes"

Aquila, Italy

MUSIC DIPLOMAS Conservatorio statale di Musica "Alfredo Casella"

Achievements and Experiences:

Pre-Academic Course Participation:

Successfully participated in the two main exams of the pre-academic course.
Achieved a commendable grade of 8.5, demonstrating strong musical aptitude and dedication.

Academic Admission:
Gained admission to the prestigious "Licinio Refice" Conservatory, showcasing talent and commitment to advancing musical education.
Although the academic journey at "Licinio Refice" Conservatory is currently interrupted, the experience highlights a significant milestone in musical training.

Live Musical Performances:
Performed in numerous live musical events, gaining invaluable experience on stage.
Demonstrated versatility and proficiency in various musical genres and styles during performances.

Handling Pressure in Front of Sizable Audiences:
Acquired substantial experience performing under pressure in front of large audiences.
Developed poise, confidence, and the ability to deliver high-quality performances despite challenging circumstances.

Collaboration and Ensemble Work:
Worked collaboratively with other musicians in ensembles and orchestras.
Learned to blend individual skills to create harmonious and balanced group performances.

Public Speaking and Stage Presence:
Developed strong public speaking skills to introduce performances and engage with the audience.
Cultivated an engaging stage presence to enhance the overall performance experience.

Music Technology and Production:
Demonstrated excellent time management skills by balancing practice, performances, and academic commitments.
Exhibited discipline and dedication through consistent practice and preparation for performances.

Website <https://www.consaq.it/> | **Field of study** Music and performing arts | **Final grade** 8.5

● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	B2	B2	B2	B2	B2
GERMAN	A2	A2	A2	A2	A2

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

● SKILLS

Microsoft Word | Microsoft Office | Microsoft Powerpoint | Social Media | Outlook | Instagram | Facebook |
Google Drive | Internet user | Microsoft Excel | Skype

Roma, 7/11/2025

F.TO
Gianluca Lucidi