

GIOVANNA PASQUALE



PERSONAL DATA

Date Of Birth: 21/09/1984

Nationality: Italian

Address: Via Ferruccio, 30 – Rome (Italy)

Mobile Phone: 0039 3281028387

Email: giovanna.pasquale@hotmail.it

LinkedIn: www.linkedin.com/in/giovanna-pasquale-a146a535

PROFESSIONAL SUMMARY

5+ years' experience in Executive Assistant & Coordinator role, developing and maintaining successful working relationships with both internal and external departments. Team-player, Problem Solver, proactive and Goal-oriented; Excellent work ethic & positive Attitude; Flexible, fast, determined and accurate person; Quick to pick up new skills and eager to learn from others. Self-reliant, patient, excellent communicator. Able to multi-task in a fast-paced environment & prioritize effectively working under pressure. Intellectual curiosity to explore and learn.

SKILLS

- Fluency in English, French, German
- Diplomatic / Professional communication
- Excellent planner and coordinator
- Schedule management
- Human Resources Management (HRM)
- Event planning
- Interpersonal skills
- Brand management
- Collaborative Management
- Proficiency in Microsoft Office, CONCUR Tools, AS400
- FASHION SKILLS (COURSE IN FASHION STYLIST/SITAM, PESCARA)

MAIN WORK HISTORY

05/2017 to 07/2018 **Personal and Executive Assistant to Creative Director Nina Maria Nitsche and Image Coordinator**

Brioni Headquarters – Roma, Lazio (Luxury Menswear)

- Extensive professional and personal diaries management establishing the appropriate final one by matching with the Atelier's production timetable in Abruzzo and with the internal departments' deadlines in order to prioritise the Creative Director's time.
- Booking daily travel arrangements, visas, accomodation and transport and usually travelling with in order to provide general assistance (Frequent trips from the Headquarters in Rome to the Ateliers in Abruzzo, Showroom in Milan, Kering Headquarters in Paris and to extra locations according to her needs and professional special projects)
- Scheduling and attending briefing, meetings and follow ups whilst taking notes and recaps (One to one meeting with the CEO, with the designers, with all the internal Departments and external attendees ensuring the Creative Director's day to day engagements are timely with all attendees made aware of the agenda prior meetings)
- Assist, Support and co-ordinate the work of the Designers (16) with time and diary management, equipment, budget, travels and accomodations, IT Support, expense reports (Stationery, boards, research, vintage shopping/Archive, Samples, digital library, fittings, model selection) assuring the day-to-day running of the studio
- Keep office, meeting rooms, archive, affairs well organised by maintaining a comprehensive filing system and by archiving ongoing and past projects.
- Liaise among the Creative Director, the Designers and the int/ext Departments enabling smooth communication and co-ordinating output, workflow and office deadlines also during her absence following up appropriately.
- Ad-hoc management of internal activities and special projects from inception to completion translating creative input into concrete actions and objectives providing research and proposals and at the same time monitoring and co-ordinate the progress working closely with the internal departments (Communications and Press Department, Store Planning, Visual Merchandising, RTL/Training, Showroom, Ateliers/Production) and external ones ensuring that the image is properly managed, developed, understood and shared also through the social channels according to the Creative Director's new vision.

- Image executive Coordinator: in order to guarantee the right usage and development of the new vision I was involved in all the phases and steps of each activities and special projects co-ordinating the progress and dealing with all the internal and external departments providing input and concrete proposals and actions according to the new image:
- Research, casting, fittings, shootings, presentations, technical presentation, line up, Selection of collaborations, Interviews, setting-up of stores and showroom, windows, scouting locations, ADV&Campaign, Social Channels; Catering; Uniforms; Music/Tracklist;
- Special Projects: Salone del Mobile in Milan/Collaboration with HISAO HANAFUSA; RALF NIETMANN Soft Accessories Capsule/Collaboration with the Illustrator Ralf Nietmann; Jewelry “Fortune Bringer” and “Porcelain Head Pins”/Collaboration with the Designer Marta Maltauro; Chinese Embroidery Scarf Limited Edition; Tapestry/Arazzi Bespoke Limited Edition; Gifting/Collaboration with Ginori;

06/2016 to 05/2017 **Personal Assistant to Industrial Director**

Brioni Roman Style Spa – Penne, Abruzzo (Luxury Menswear)

- Front&Back Office
- Calendar Management
- Office Management
- Executive Support
- Travel Management
- Wrote reports, executive summaries and newsletters.
- Coordinated events and worked on ad hoc projects.
- Managed and reviewed filing and office systems.
- Handled all incoming information requests for several busy executives.
- Screened personal and business calls and directed them to the appropriate party.
- Supervised and coordinated dining room activities and employee schedules.
- Executed basic banking and bookkeeping tasks.
- Sourced and ordered office equipment and supplies.
- Organized and attended meetings, including compiling all documents and reports ahead of time.
- Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.
- Maintained appropriate filing of personal and professional documentation.

- 05/2013 to 08/2015 **Executive Assistant and Lab Coordinator**
De Thomas Srl – Pescara, Abruzzo (Textile Industry)
- Executive Assistant support
 - Office Manager
 - Production Manager Assistant (MTM Assistant)
 - HR Assistant
 - Front&Back Office, Data Entry
 - Corresponded with clients through email, telephone, or postal mail.(Andrea Pompilio, Caruso, Cavalli, Dior, Gucci, Jil Sander, Pignatelli, The Good Genes, Zegna)
 - BRAND Content Assistant, HPGL Files (Lectra System) management, garments' labelling and packaging.
 - Maintained executive's appointment schedule by planning and scheduling appointments, teleconferences and travel plans.
 - Maintained office supplies inventory by checking stock and ordering new supplies if needed.
 - Represented executive by attending meetings in the executive's absence.
 - Transcribed, formatted, input and edited text, data, and graphics
 - Created regular reports and updated internal databases.
 - Coordinated office inventory by restocking supplies and placing purchase orders.

OTHER WORK EXPERIENCES

- 11/2015 to 01/2016 **Executive and Personal Assistant**
Torrefazione Italian Coffee Mokare – Pescara, Abruzzo
- 11/2015 **Hostess & Interpreter UEFA FUTSAL CUP 2015**
Calcio Management Pescara – Pescara, Abruzzo
- 11/2011 to 04/2013 **Project Manager - Junior & Office Manager**
Argon Energia – PESCARA, Abruzzo (Renewable Energy)
- 09/2012 to 12/2012 **Translator - Freelance**
Medical Team Srl – Montesilvano, Abruzzo
- 09/2011 to 09/2012 **Executive and Personal Assistant**
Studio di Podologia Roger Dechesne – Montesilvano, Abruzzo

EDUCATION

2010

Master's Degree in Modern Languages and Cultures

Universita' G.D'Annunzio - Pescara, Abruzzo

- Thesis: **“Homi K. Bhabha: The (Post)colonial Expressiveness and the Question of the Identity”**
- Graduated summa cum laude

2007

Bachelor's Degree in Modern Languages and Literatures

Universita' G.D'Annunzio - Pescara, Abruzzo

- Thesis: **“The Cultural and literary Hybridism in the Contemporary England: Migrant Identities in Hanif Kureishi and Zadie Smith”**
- Graduated summa cum laude

CERTIFICATIONS

GOETHE ZERTIFIKAT DEUTSCH - B1, 2001