

Marco Rizzo

Graduate, qualified, I have been working in the HR area since 1999: recruitment and selection, training, management, costs and budgets, international projects.

Main professional experiences

Nov. '05 – today: HR advisor and project manager – Openjobmetis SpA ApL

One of the leading Italian firm providing HR services, quoted at the Stock Exchange, over 600 direct employees

Referring directly to the management, **I am the focal point for customer oriented projects in the Human Resources Area.**

- **manager in international projects in the HR Area**, thanks to a good knowledge of the English language that allows me to deal with customers also on “technical” issues: I have built from scratch a small structure to manage projects with international clients. I take care of projects with a comprehensive approach, from the first contacts to the survey of needs, to the quantification of the resources to invest, communicating directly with customers (multinational companies from the US, France, Switzerland, the UK); implementation of *ad hoc* all inclusive projects (research and selection, tests; communications and marketing plans; staff administration and management; costs, problem solving of the most various issues in HR area);
- **manager of the tender department - HR area**, with public administrations and key customers: I have created a department where I am personally entrusted with the legal and administrative study of the provided documentation, analysis of direct and indirect costs related to the service, preparation of the offer (both technical and economic aspects); gross margin generated in 2017: about 2 million Euro;
- **consultancy in labor area** (staff administration and management, litigation, estimate of labor costs, etc.) for branch houses and business units all over Italy;
- advisor for **monitoring the labor costs of the administered temporary workers**: implementation of a small software across different data bases, that made the activity more effective and efficient, reducing the failure or the incorrect billing of costs of temporary staff (in about 400 customers), consequently increasing the gross margin (+ 3%);
- **staff training**: newly hired sellers (basic concepts of labor cost, margin control, feasibility and profitability of HR projects), area managers and staff employed in technical customer care;
- **manager in the key customers team** (up to December 2011): only contact person for already acquired customers; analysis of costs, recruitment and selection, implementation of organizational and administrative management for recently acquired customers; sales managed: from less than 10% (2008) to more than 15% (2011);
- additional minor areas of expertise:
 - support to the **compensation and cost monitoring** of staff (check of annual budget)
 - control of information flows of staff, check and correction of payslips
 - **update** on new **labor regulations**
 - support to the implementation of ISO certification (before ISO 9001:2008, now ISO 9001:2015).

Nov. '99 – Oct. '05: Recruiting and selection manager – Job agency (Milano)

Small Italian Job agency, family owned and run, about 120 direct employees

I have dealt mainly with **recruiting, training, administration and management of staff**

- start-up of the branches in Varese and Busto Arsizio;
- recruiting and administration manager in the branch in Milano, team management;
- implementation and customization of database and software for selection and administration;
- start-up or reorganization of 7 branches in the North West, training of their staff;
- participation in projects of social and working re-integration ("Sportello Marco Biagi");
- implementation of ISO procedures

Postgraduate professional training

Main Courses in administration and legal areas

I am attending the following **IPSOA courses** (2018-2019): Outsourcing of activities and workers, Foreign labor, Reduction of labor costs and improvement of company productivity, National collective contracts and special contracts, Litigation and disciplinary proceedings

Conventions "**Forum Tuttolavoro 2015**" and the followings

Course "Litigations and disciplinary proceedings" (ended February 2016)

Cycle of lessons (**Assolombarda servizi**) on the topics "working with P.A." (from the "Code of contracts" to Human Resources)

Master "**Business organization**" (weekend edition)

Main courses in recruiting, training and organization

Course **counseling** for **placement** and **outplacement techniques**

Seminar "**Assessment center**" (recruiting, selection, assessment)

Course "**Human Resources recruiting and management**"

Studies

Nov'97 **Degree** in Classic Humanities, 110 cum laude, University of Milano

Foreign languages

English

Very good, written and spoken, often used on business.

German and French

Basic: I attended some courses during my university studies to acquire a basic knowledge of the language to read and understand the texts needed for my dissertation.

Computer knowledge

Office

I am familiar with **Word**, **Excel** and **Power Point**; I usually use **Internet** and **email**.

Business Intelligence software

I contributed to projects concerning the implementation of management software, specific to the selection, and the customization of an ERP for staff administration. For my personal interest, furthermore, I studied the SAP software (Business One and B. All-in-One, BusinessObjects).

Further information

I would like to work in a modern Human Resources Department, ideally in a multifaceted role.

I'm looking for a new job opportunity where I can better express my personal and professional skills, problem solving, precision, enthusiasm.

I do not have family commitments, so as to be fully available at work.

In my spare time I ride my motorcycle, I read books in English, I update my knowledge, I take part in juries of literary prizes.

Personal data

Born on 19th November 1973 in Busto Arsizio

I live in Castellanza (Varese) - bordering Busto Arsizio and Legnano - Milano

Car and motorbike owner

Tel. 338 4300597, 0331 504838 marco.rizzo@email.com

I authorize the processing of my personal data only for the selection requirements for which this curriculum is sent (EU Regulation 2016 679).