

# Curriculum Vitae Europass



## Personal information

First name(s) / Surname(s)	<b>Matteo Ruggeri</b>	
Address(es)	7, Via Piave, 24060, Telgate (BG), Italy	
Telephone(s)	320 93 208 35	035 83 29 26
E-mail	<a href="mailto:matteo.ruggeri98@libero.it">matteo.ruggeri98@libero.it</a>	
Nationality	Italian	
Date of birth	12/01/1998	
Gender	Male	

## Work experience

Dates	June 2024
Occupation or position held	Area Manager Spain; Portugal; France; Netherlands, Belgium, Luxemburg; China
Main activities and responsibilities	Commercial front office: visit and management of customers. Negotiation and sales activity. Research of new customer and development of new markets. Management of Chinese warehouse.
Name and address of employer	M.A.R.C Srl, Via Primo Maggio, 6/8, 24060, Gorlago (BG)
Type of business or sector	Textile manufacturing: production and trade of elastic tapes and silicon for technical using.
Dates	May 2023 – May 2024
Occupation or position held	Back and front office

Main activities and responsibilities	Management of clients and suppliers. Sales and supply activities. Compilation of account documents.
Name and address of employer	TECNOTETTO s.r.l., Grumello del Monte (BG), 24064 - via C. Colombo 32
Type of business or sector	Building materials
Dates	September 2017 – April 2023
Occupation or position held	Retail salesman
Main activities and responsibilities	Peddler
Name and address of employer	F.LLI PEZZOTTA DI G. PEZZOTA & C SNC – Via Nazionale 56 – 24060, San Paolo D'Argon (BG)
Type of business or sector	Retail sector
Dates	September 21 <sup>st</sup> , 2020 – October 14 <sup>th</sup> , 2020
Occupation or position held	Back and front office
Main activities and responsibilities	Back-office activities, assistance to company's CFO
Name and address of employer	SMV COSTRUZIONI SRL – Via Verdi 48, 24060 TELGATE (BG)
Type of business or sector	Construction sector
Dates	June 2016 – July 2016
Occupation or position held	Internship
Main activities and responsibilities	Management of e-mails, documents storage
Name and address of employer	AL ALLESTIMENTI – Via della Castrina 4 /a, 24060, Chiuduno (BG)
Type of business or sector	Trade fair sector

## **Education and training**

Dates	April 2022
Title of qualification awarded	Project "Future of mobility-Mobility Systems and Experiences in the post-Covid World"
Principal subjects/occupational skills covered	The project aims to set up an interdisciplinary group dedicated to pursue research and innovation in the areas of transport and mobility, leveraging on a systemic and multi-stakeholder approach.
Name of school or organization	Università degli studi di Bergamo (ITSM Center) in partnership with Harvard University (Department of Graduate School of Design)
Dates	September 2020 – April 2023
Title of qualification awarded	International Management, Entrepreneurship & Finance – curriculum: Management, Entrepreneurship, Marketing & Social Change (MEMS).
Principal subjects/occupational skills covered	The MEMS curriculum trains professionals to operate in complex and international contexts, developing entrepreneurial projects and driving innovation in existing companies.
Name of school or organization	Università degli studi di Bergamo - Bergamo
Level in national or international classification	Master's degree
Grade	108/110
Dates	September 2017 – October 2020
Title of qualification awarded	Bachelor's degree in business administration.
Principal subjects/occupational skills covered	The profile outlines graduates with a solid training in business, economics, mathematical-statistical and legal disciplines to be able to analyse and interpret the business dynamics and the context of private companies.
Name of school or organization	Università degli studi di Bergamo - Bergamo
Level in national or international classification	Bachelor's degree
Grade	82/110

Dates	September 2012 – June 2017																																																	
Title of qualification awarded	High school leaving qualification in scientific studies																																																	
Principal subjects/occupational skills covered	Math, Physics, Italian, English, Latin, History, Philosophy																																																	
Name of school or organization	High School L. Federici																																																	
Level in national or international classification	High school																																																	
<b>Personal skills and competences</b>																																																		
Mother tongue(s)	<b>Italian</b>																																																	
Other language(s)	<b>English</b> <b>Spanish</b>																																																	
Self-assessment	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>B2</td><td>Good knowledge</td> <td>B2</td><td>Good knowledge</td> <td>B2</td><td>Good knowledge</td> <td>B2</td><td>Good knowledge</td> <td>B2</td><td>Good knowledge</td> </tr> <tr> <td>B1</td><td>Intermediate Level</td> <td>B1</td><td>Intermediate Level</td> <td>B1</td><td>Intermediate Level</td> <td>B1</td><td>Intermediate Level</td> <td>B1</td><td>Intermediate Level</td> </tr> </tbody> </table>										Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				B2	Good knowledge	B1	Intermediate Level																
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European level (*)																																																		
<b>English</b>																																																		
<b>Spanish</b>																																																		
(*) <a href="#">Common European Framework of Reference for Languages</a>																																																		
Social skills and competences	Good interpersonal skills and ability to work in team acquired during the university studies, as a volunteer in local community, during work experience and thanks to the team sport: I play football in the 5th league which has allowed me to develop strong leadership too.																																																	
Organisational skills and competences	Good organizational skills acquired during the university period and as part of volunteering; excellent ability to adapt to situations, wide-ranging dynamism and flexibility of work; ability in problem solving																																																	
Computer skills & competences	Good knowledge of Windows operating systems; office package and email systems;																																																	
Other skills & competences	Certificate of knowledge of the English language (First English Test - level B2);																																																	
Driving licence	License B (car)																																																	
<b>Additional information</b>	I authorize the processing of my personal data in accordance with Legislative Decree 30 June 2003, n. 196 "Code for the protection of personal data" and Art. 13 of the GDPR (EU Regulation 2016/679).																																																	