



*“Teamwork makes the dream work”*



Udine

## INFO PERSONALI

Date of birth: 25/06/1990

Phone: +39 349 282 1111

Mail: lena.gianluca@gmail.com

Skype: Gianluca Lena

LinkedIn: Gianluca Lena

## LANGUAGES

 - B1

 - B1

 - Native speaker

## SKILLS

Organizational skills

Public Speaking

Critical Thinking

Stress management

Precision, order

Ease of learning

HRM - Human Res. Manag.

## IT SKILLS

MS Office - Excellent

Management Software: AXA, INFINITY, DOC FINANCE, OPEN SQUARE ERP

CRM (Software Gest, Salesforce)

## INTEREST

Travel and new cultures

Reading - Business, Leadership, Narrativa, Sports Biographies

Cinema (Comedy, thriller; Favorite directors: Nolan, East-wood)

Sport (Football, F1, tennis)

Symphony orchestra music (Hans Zimmer, Steve Jablonsky)

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# GIANLUCA LENA

## PERSONAL SUMMARY

I am a Business Administration graduate with references from the University of Udine. Diligence, flexibility, proactivity, and a strong attention to human values best describe my professional profile. I am eager to take on new work experiences that can further validate my professionalism. I enjoy working to create a harmonious environment and facing daily work challenges with a precise personal organizational method that helps to make activities more efficient. In addition, I possess strong relational and communicative skills that can represent an added value for the company.

## REFERENCES

Chia.mo Prof. Eugenio Comuzzi - [eugenio.comuzzi@uniud.it](mailto:eugenio.comuzzi@uniud.it)

Adriano Zampis - Pres. CDA Acirent

Prof. Filippo Zanin - [filippo.zanin@uniud.it](mailto:filippo.zanin@uniud.it)

Fabio Cecotti - AD Gruppo ACU - [fc@gruppoacu.it](mailto:fc@gruppoacu.it)

## EDUCATION

● **Master's Degree in Business Administration** - University of Udine

Final grade: 100/110 Thesis: *Company evaluation*

Acquired skills: *Balance sheet analysis, controlling, Marketing*

Class lesson at CFO's Master on company evaluation

● **Bachelor's Degree in Business Economics, Marketing and Management** - University of Udine

● **Industrial Technical Diploma - Electronics/Telecommunications** - I.T.I.S. "A. Malignani"

## WORK EXPERIENCES

● **Back Office Manager - Sales Administration Manager** Ferri Auto S.p.A. - Automotive

*From February 2021*

- Head of Sales Office for the Volvo brand ;
- Coordination of the sales network and related activities related to the commercial/administrative office
- Management of relationships with the parent company (Area Manager/Sales Administration/Logistic&Supply Chain) for the definition/achievement of commercial objectives;
- Responsible for administrative and financial activities of the brand; Responsible for fleet logistics - from stock management to administrative activities;
- Responsible for relationships with banks for financing and leasing.

● **Key Account Manager** - iVision s.r.l.

*June 2020 - January 2021*

- Planning/definition/implementation of sales strategies for the Health department;
- Responsible for corporate customer relations and development;
- Administrative back-office activities such as preparing quotes, orders, and contracts;
- Preparation and analysis of the company budget, as well as administrative checks on invoice payments.
- HR activities such as selection and coordination of the sales network.

● **Accounting & Finance** - Acirent s.r.l./Hertz - Automotive

*May 2014 - May 2020*

- Administrative activities related to general accounting, accounts receivable and payable, bank management, electronic invoicing (XML and SDI), VAT, F24, journal entry, Intrastat, payment management/registration;
- Financial statement analysis and business control management;
- Administrative management of long-term rentals and responsible for Corporate relations;
- Management of the company fleet (about 550 vehicles) and management of any legal issues in Italy and abroad related to illicit activities, such as misappropriation;
- Coordination of activities and HR management of the other 5 branches in the Triveneto region - carried out by assisting the Area Manager

## ADDITIONAL EXPERIENCES

● **Journalis/TV Talent - Udinese Calcio S.p.A** - *From August 2016*

- Television journalistic activity and sports technical voice for the official channel of Udinese Calcio;
- Podcast;

• Scouting and reporting activities to the general and sports management; Attività televisiva giornalistica e voce tecnica sportiva per il canale ufficiale dell'Udinese Calcio

● **Senior Scout Analyst- Stats Perform** - *From August 2012*

- Analysis/detection of data and statistics in football

● **ERP Open Square Course** - DGS S.p.A. *February 2023*

● **BNI Member** - *June 2020 - January 2021*

- Member of the BNI (Business Network International) Victoria chapter in Udine; within the most important referral exchange organization worldwide among professionals and entrepreneurs nationally and internationally

● **Amateur Footballer** > 250 matches from 2008 to 2017 (**Capitano** role from 2009);

● **Erasmus**: Malaga, Spagna, 6 months in 2012