

WORK EXPERIENCE



FRANCESCO ROMONDIA

WHO I AM

I am a specialist of all activities related to event and travel management and, thanks to my past experiences and studies, I have acquired the right soft and technical skills to pursue an important career in this field.

CONTACTS

(+39) 3475879923

fromondia@icloud.com

I.T. SKILLS

Social Media



Salesforce



Google Digital Marketing



Adobe Creative Suite



Microsoft Office



EVENT & GUEST RELATIONS SPECIALIST (summer job)

RODI RESORT (Rodi Garganico, FG)

May 2024 – September 2024

- Front Office Manager: staff oversee and training; shift planning; performance and results monitoring
- Check-ins & outs assistance; promotion of hotel initiatives and events
- Review all reservations procedures: requests, changes, cancellations, payments, invoices

MOTORSPORT EVENT ASSISTANT

PAGANI AUTOMOBILI (San Cesario sul Panaro, MO)

June 2023 – December 2023

- Plan and monitor the booking of travel arrangements for employees and guests, including flights, accommodation, and transportation
- Schedule and manage pre-events staff meetings with different offices (after sales, marketing, legal, logistics)
- Draft logistics plans, planning and coordination of support services
- Support venue logistics activities and VIP hospitality on track
- Set up of all uniforms for staff and drivers
- Interaction on track with fans about the World of Pagani

VENUE LOGISTICS and VENUE MANAGER ASSISTANT

UEFA EURO U 21 2019 - EURO 2020 (Rome, Italy) 2019-2021

- Provide assist with the set-up, storage of spares, and post-event collection of office furniture. Managing venue logistics budgets, venue petty cash and credit card
- Staff the EURO 2020 uniform distribution centre, hand out staff uniforms; keep the facility, and stock of spares, tidy and in good order.
- VIP accreditation management

SALES ASSISTANT & FRONT OFFICE

ELIZABETH LIFESTYLE HOTEL (Bologna)

September 2019 – March 2020

- Sales of B2B and B2C stays
- Front and back office activities (invoices, reservations, reception)
- Booking flights and airport services for the hotel guests

SALES & DIGITAL SPECIALIST

GRUPPO SACCIA SRL (Rodi Garganico, FG)

May 2015 – September 2017

- Social Media Management
- Booking and customer support by phone and email
- CRM – database development, digital marketing

CREATIVE & MARKETING ASSISTANT (vocational training Leonardo da Vinci)

DESIGN HOTEL JOSEF (Prague, Czech Republic)

October 2014 – January 2015

COMMUNICATIONS & EVENT OFFICER

HOTEL RESIDENCE MARECHIARO (Vico del Gargano, FG)

March 2009 – May 2012

COMMUNICATIONS & TRAVEL SPECIALIST

USD GARGANO FOOTBALL CLUB (Peschici, FG)

August 2009 – December 2010

MARKETING & EVENT ASSISTANT

MASTER GROUP SPORT-BARI FOOTBALL CLUB (Milan - Bari)

October 2009 – August 2009

SOFT - STRUCTURAL SKILLS

ADAPTABILITY

COMMUNICATION

DETAIL ORIENTED

INITIATIVE

ORGANIZATIONAL ATTITUDE

PROBLEM SOLVING

RELIABILITY

TEAMWORK

HOBBY

COLLECTING

MUSIC (PLAY BASS)

WRITING (SONGS, BOOKS)

SPORT (FOOTBALL, BASKET,
MOTORSPORT)

TRAVELLING

LANGUAGES

ENGLISH – B2

Language course at
EF SCHOOL (Jul. – Aug. 2007
Hastings, UK)

GERMAN – A2

Language course at
F+U ACADEMY (Jan. – Apr. 2012
Heidelberg, Germany)

LEARNING EXPERIENCE

MBA – MASTER OF BUSINESS ADMINISTRATION

BOLOGNA BUSINESS SCHOOL (Bologna)
2018 - 2019

MASTER'S DEGREE IN POLITICAL SCIENCES – SPORTS & TOURISM MANAGEMENT

UNIVERSITY OF TERAMO (Teramo)
2013 - 2014

POST-GRADUATE COURSE OF SPORTS MANAGEMENT (Communications, Marketing, Events)

UNIVERSITY OF BOLOGNA AND SAN MARINO (San Marino)
2008 – 2009

BACHELOR'S DEGREE IN COMMUNICATION AND MARKETING

UNIVERSITY OF MACERATA (Macerata)
2002 – 2007

OTHER LEARNING COURSES

SPORTS MARKETING & SPONSORSHIPS

SDA BOCCONI (Online)
January 2024

DIGITAL CUSTOMER CARE

RANDSTAD TRAINING ITALIA (Online)
January 2021

COMMUNICATION, PERSONAL BRANDING, TIME MANAGEMENT

LAVOROPIU' – SEL & FORM (40 hours online)
May 2020

PROJECT MANAGEMENT

HARVARD MANAGE MENTOR (Online)
April 2020 – May 2020

DIGITAL MARKETING

GOOGLE DIGITAL TRAINING (Online)
March 2019 – April 2019

INTRODUCTION TO MARKETING

THE WHARTON SCHOOL (Online)
January 2018 – April 2018