



28 years young professional with experience in planning events and workforce management gained through several years of studying, internship, volunteering and work.

CONTACTS:



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Andrea Maggio

AREAS OF EXPERTISE:

EVENT OPERATIONS AND SERVICES

VOLUNTEER PROGRAMME

MARKETING AND COMMUNICATION

LOGISTICAL TASK

YOUTH DEVELOPMENT

SCOUTING AREA

SKILLS:

- Excellent communication skills;
- Good leadership and team management;
- Social content and marketing strategies;
- Design and development of projects;
- Creative and innovative;
- Organized and flexible;
- Problem solving;
- Good knowledge of Microsoft Word, Microsoft Excel, Microsoft PPT and Outlook .

ANDREA MAGGIO

WORK EXPERIENCE:



SALES EXECUTIVE

TOURNAMENT ABROAD, (ITALY)
OCTOBER 2023 - ON GOING

- Liaising with Italian football clubs stakeholders and promotion of international tournaments.



TEAM LEADER IN VOLUNTEER MANAGEMENT

FORMULA E, ROME (ITALY)
JULY 2023

- Assistance and support the manager about the preparation and set-up of the venues;
- Supervision of daily activities of 250 volunteers.



OPERATIONS REP - ASSISTANT

HALSBURY TRAVEL GROUP, PIANCAVALLO (ITALY)
FEBRUARY 2023

- Assistance and support of all activities for two groups of 60 people.



REFEREE OPERATIONS - COORDINATOR

JYSKE BANK ELITE CUP 2022, ESBJERG (DENMARK)
SEPTEMBER 2022 - OCTOBER 2022

- Assistance and support the operations for the 25 referees involved in the tournament (transport, meal, uniforms, communication);
- Support of the planning and preparation of meetings.



REFEREE OPERATIONS - COORDINATOR

IBERCUP 2022, ANDALUCIA (SPAIN) - ALGARVE AND CASCAIS (PORTUGAL)
JUNE 2022 - JULY 2022

- Support for the 75 referees involved in the tournament (transport, meals, communication, designation);
- Development and coordination of the transport plan for referees in three different provinces between Spain and Portugal.



VOLUNTEER MANAGEMENT - VOLUNTEER

UEFA WOMEN'S CHAMPIONS LEAGUE 2022, TURIN (ITALY)
MAY 2022

- Supervision and daily support to the UEFA Volunteer Manager about all tasks of the volunteers involved;
- Development and coordination of recreational activities for volunteers with awards UEFA branded.



REFEREE OPERATIONS - COORDINATOR

IBERCUP 2022, MADRID (SPAIN) - CASCAIS (PORTUGAL)
MARCH 2022 - APRIL 2022

- Assistance and support for the 60 referees involved in the tournament (transport, meals, communication, designation);
- Creation and coordination of the transport plan for referees in two different provinces between Spain and Portugal.




VOLUNTEER MANAGEMENT - ASSISTANT

UEFA NATIONS LEAGUE FINALS ITALY 2021, MILANO (ITALY)
JULY 2021 - OCTOBER 2021

- Assistance in the recruitment, training and role assignment for the 500 volunteers, including conducting more than 300 online interviews;
- Support in the creation of a database and in the management of the data of all the volunteers involved in the event through FAME software;
- Responsible for direct communication with the volunteers involved for the acceptance of the role, sharing of calendars with shifts and information about their activities;
- Support in the management of logistical and operational aspects (volunteer center set-ups, uniform distribution, public transport);
- Development and coordination of recreational activities for volunteers;
- Assistance to the Volunteer Manager in the development and supervision of the final event for the volunteers involved with delivery of gadgets and UEFA certificates.

LANGUAGE SKILLS:

 Italian - Mother tongue

 English - C1

 Spanish - A1

 French - A2

RECOMMANDATION LETTER:



VOLUNTEER MANAGEMENT - VOLUNTEER

UEFA EURO2020, ROME (ITALY)

MAY 2021 - JULY 2021

- Daily check-in and check-out monitoring of all volunteers involved;
- Shift assignment and updating of the UEFA volunteer management system (Fame);
- Organization of different activities for the volunteers of Volunteer Management.



VENUE MANAGEMENT - VOLUNTEER

UEFA EUROPEAN UNDER-21 CHAMPIONSHIP, MARIBOR (SLOVENIJA)

MARCH 2021

- Assistance to the UEFA Match Manager in the preparation of tournament matches;
- Support to the UEFA Venue Manager in setting up offices for the employees involved in the competition;
- Preparation and distribution of uniforms for UEFA staff, members of the Slovenian Football Federation and all volunteers;
- Daily management of volunteer activities at the Maribor venue.



ACCREDITATION CENTER - VOLUNTEER

UEFA EUROPEAN UNDER-21 CHAMPIONSHIP, BOLOGNA (ITALY)

JUNE 2019 - JULY 2019

- Verification of accreditation requests and daily control of all data;
- Photo archiving of accredited personnel using the accreditation system UEFA;
- Printing and distribution of accreditations using the UEFA accreditation system;
- Assistance to solve any problems with accreditation request;
- General administrative support to the accreditation team.



MARKETING & COMMUNICATION - INTERN

S.S. LAZIO MARKETING & COMMUNICATION S.P.A., FORMELLO (ITALY)

SEPTEMBER 2017 - MARCH 2018

- Administration of the club's official website;
- Mediation and support for initiatives concerning official sponsors;
- Implementation of marketing strategies with consequent increase in the customer base;
- Active collaboration in Seleco S.p.A.;
- Attendance at strategic club meetings;
- Support activities for all marketing and communication operations of the club;
- Word processing for commercial communication, in particular the creation and coordination of the project "Lazio in schools", a program aimed at promoting sporting values within schools.

EDUCATIONAL INFO:



F.I.G.C. SPORTS DIRECTOR

CENTRO TECNICO FEDERALE COVERCIANO (ITALY)

2021-2022



MASTER'S DEGREE IN SPORTS MANAGEMENT

ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA (ITALY)

2020-2022



BACHELOR DEGREE IN SPORTS MANAGEMENT

UNIVERSITY OF CASSINO (FR) (ITALY)

2014-2018



HIGH SCHOOL DIPLOMA (SPECIALIZING IN CLASSICAL STUDIES)

GYMNASIUM FRANCESCA CAPECE, MAGLIE (LE) (ITALY)

2009-2014

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