

## **EDWARD MARK BOSISTO**

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I worked for the Mitchells Group for eight years in China, the United Kingdom and Luxembourg. The marketing and business management positions afforded me a wealth of experience in Eastern and Western workplace environments, and I developed a valuable and transferable skill set as a manager and problem solver. As a self-motivated, well organised, and incredibly loyal worker, I'm determined and excited to continue my personal and professional development. Since finishing at Mitchells I've pursued an interest in IT, working on projects in Python, full stack web development and machine learning so I can transition into a career in computer science.

### **PROFESSIONAL EXPERIENCE**

#### **BRANCH MANAGER**

7/2016 – 10/2020

**Mitchells Europe | Mitchells Group, Luxembourg**

In my role as Branch Manager of Mitchells Europe, I was responsible for the day to day operations of the European office of the Mitchells Group. My responsibilities also included:

- Expanding, fostering and coordinating all customer and supplier relationships in the EU region
- Supply chain coordination including sourcing suppliers, procurement and forwarding logistics
- Orchestrating all marketing and promotional activities for the Mitchells Group of companies, including all online and offline marketing materials, tradeshow research, enrolment and attendance, and face to face promotion
- Liaising with Accountants and Auditors to ensure financial reporting requirements were met
- Participation in the setting of the operations budget for Mitchells Europe
- Collaborating with Mitchells Group Senior Management to prepare, review and submit proposals and sales documentation to customers

**Key Achievement:** Assisting the Mitchells Group expand their global presence through the acquisition of the United Kingdom (UK) bulk material handling and engineering specialist, Guttridge, in 2019.

#### **MARKETING AND COMMUNICATIONS MANAGER**

11/2013 – 7/2016

**Mitchells Europe | Mitchells Group, UK (11/2013-12/2015) and Luxembourg (1/2016-7/2016)**

As the Marketing Manager, I oversaw all marketing and branding assignments for the set-up of Mitchells Europe. Once Mitchells Europe was established, my role progressed towards business development and procurement. My responsibilities also included:

- Managing all marketing and sales materials production
- Running all marketing communications, including Quarterly newsletters and email marketing
- Developing and maintaining a sound customer relationship management (CRM) strategy
- Coordinating the registration for, and attendance at multiple industry tradeshows throughout Asia, Africa, Europe and the Middle East
- Organising procurement and forwarding logistics of European parts for global use
- Handling all outgoing and incoming invoicing and financial documents for Mitchells Europe

**Key Achievement:** Overseeing and implementing all relevant registration, transport and freight arrangements for an industry tradeshow in Munich in 2015.

#### **MARKETING AND COMMUNICATIONS EXECUTIVE**

4/2012 – 10/2013

**Mitchells Equipment Co., Ltd | Mitchells Group, Beijing/Hebei, People's Republic of China (PRC)**

As the Marketing Executive at the Mitchells Group headquarters, I led a small marketing team and was responsible for all marketing decisions within the company. My responsibilities included, but were not limited to:

- Redesigning, maintaining and updating the company website
- Designing and producing company product brochures

- Conducting competitor research
- Monitoring relevant potential trade shows
- Organising events for community outreach

**Key Achievement:** Managing the preparation and pitching of a successful business award application, which saw Mitchells Equipment Co., Ltd win, for the first time, the 2013 Australia China Business Award for Medium Enterprises. The award has recognised leading companies delivering Australian services and/or products in China for over 30 years.

## **EDUCATION**

Higher Education	Details	Completed
Bachelor of Science (Genetics)	The University of Western Australia	2010
<b>Language</b>		
Sproochentest Lëtzebuergesch	Institut National des Langues, Luxembourg.	2021
Chinese Language Studies	Hutong School, PRC	2011
<b>Computer Science</b>		
CS50	Harvard University	2022
Deep Learning Specialization	5 courses in Machine Learning. Coursera, deeplearning.ai.	2022
<b>Business Development</b>		
Business Development Techniques	CPD Accredited Course. One Education, UK.	2020
Sale Administrator Course Level 3	CPD Accredited Course. One Education, UK.	2020

## **WORKPLACE SKILL SET**

- Effective decision maker and team leader/member
- Exceptional time management and record keeping
- In-depth knowledge and experience with supply chain coordination and logistics
- Excellent English literacy and attention to detail
- Conversational Chinese (Mandarin) and beginner French and Luxembourgish.

## **COMPUTER SCIENCE SKILL SET**

- Github projects viewable at [github.com/edbosisto/](https://github.com/edbosisto/)
- Python, HTML, CSS, JavaScript, SQL
  - Proficient with popular libraries and frameworks including Django, Flask, Pandas, Numpy, Tkinter, Beautiful Soup, Selenium, React and more.
- Machine Learning
  - Proficient with tensorflow, neural networks, deep learning, hyperparameter tuning, regularisation, optimisation, convolutional networks and sequence models.

## **INTERESTS & COMMUNITY ENGAGEMENT**

- **Sports – Football, Running, Squash**  
I love sport, with a deep-seated passion for Australian Rules Football (AFL). I have played for amateur AFL clubs including the Beijing Bombers (Club Captain 2013), the China Reds (competed internationally) and the London Swans. I'm currently a member of Gaelic Sports Club Luxembourg (Men's Football Manager 2018 – 2019). I also enjoy running in the Luxembourg forests, completed my first marathon in 2017, and play squash on a weekly basis.
- **Music – Bagpipes, Guitar**  
I received a strong education in music in Australia, reaching the level of pipe major (bagpipes). I'm also a self-taught guitarist and vocalist and have recorded, mixed and released my own music.

*Referees available upon request*