



## Curriculum Vitae - Cucca Marzia

### Personal Information

Name and Surname	Marzia Cucca
Date and Place of Birthday	18 July 1981, Latina
Nationality	Italian
Address	Via Milano 229, 22100 Como, Italy
Mobile	+39 338 33 32 087
E-mail	marziacucca@libero.it
Skype	marzia.cucca

immediately Available and for transfer and relocation

*\*Swiss work permit G*

### Work Experience

<b>One Target SA</b>	From November 2015 to October 2016
Position	<u>Sales Account Manager.</u>
Activities	Developing long-term relationships with portfolio of assigned customers. Identify new opportunities within territory ensuring growth attainment. In charge of receiving and executing orders, preparing invoices/packing list and other administrative docs, management of contacts with suppliers and monitoring delivery, liaising with team for shipment, manage product development process, monitoring the making of samples, preparation of technical documentation. Management of Amazon account for online sales.
<b>Farma Mondo SA</b>	From June 2013 to 03/2016.
Position	<u>HR Specialist; Back Office; International Office Manager.</u>
Activities	<p>Assisting with recruitment (job description, cv screening, interview, selection, proposal of remuneration&amp;benefits), drafting of letters of intent, contracts, job certificates and termination letters; daily update of time card, monthly statistics; relations with insurance company and social institutes (sickness, injuries, maternity, LPP, AVS); updating of SOPs; liaise with fiduciary for salaries; management of work permits. Assisting with annual evaluation based on KPI, organization of trainings.</p> <p>Regular contacts with customers; preparing quotation, management of orders until delivery, handle invoicing, CNs; handle requests and complaints; collecting information regarding the shipping and keeping track of the whole process; SAP master data. Daily management and entering of purchase orders; Entering and updating of the suppliers price list into SAP, ; assisting with budget, report and control</p> <p>Maintain filing and storage system and databases; accounts payable/receivable; e-banking payments, checking and management of invoice/ debt and credit notes, organisation of meetings, reservations, &amp; business travels, check of expensive reports; management of payments and control of banking accounts; support Management with daily operations, coordinate and interface with outsourcing service providers; control and management office supplies and equipment; supervision of switchboard.</p>
<b>Best Union</b>	From April 2013 to May 2013.
Position	<u>Exhibitions&amp;Fairs Specialist.</u>

Activities	Receiving tourists and giving information and assistance; management of tickets and cashes and daily cash closures.
<b>Il Sole 24 Ore</b>	From February 2013 to March 2013.
Position	<u>Customer Care and back office.</u>
Activities	Assisting clients with subscriptions to publications; providing administrative information and assistance; telemarketing and retention activities; receiving and processing orders.
<b>Gestore dei Servizi Energetici Energetici</b>	From June 2012 to December 2012.
Position	<u>Customer Care and Back Office Specialist.</u>
Activities	Assisting customer with public incentive for renewable energy (SSP RD Metering Photovoltaic), giving information about technical regulations, help desk for dedicated software, ticket management and troubleshooting, back office activities.
<b>Mappi International</b>	From February 2012 to May 2012.
Position	<u>Administrative Assistant</u>
Activities	Payments and control of banking accounts, account reconciliation, management of administrative documents, preparation of fair competitions participation and follow-up; organisation of meetings; dealing of client's requests.
<b>JTB Italy</b>	From November 2009 to December 2011.
Position	<u>Japanese language assistant and guide.</u>
Activities	Language support and tour guide for Japanese tourist.
<b>Hotel Sorrento</b>	From April 2008 to September 2009.
Position	<u>Front Office.</u>
Activities	Management of reservations, check in/out activities, supervision of Housekeeper, control of food and beverage stocks; interface with service providers.
<b>Latina Hospital</b>	From February 2006 to January 2007.
Position	<u>Administrative assistant.</u>
Activities	Payment and banking accounts, account reconciliation, management of administrative documentation and archive, supervision of office stock, organisation of inter-department and external meetings, assisting with presentation, reports and documents. Coordination of student school of Medicine secretary and support to Faculty Professors with preparation of various materials.
<b>Film Master</b>	From February 2003 to May 2005.
Position	<u>Video Editor Assistant.</u>
Activities	Advertising post-production assistant, management and creation of digital videos, assembling of storyboards, music and dialogues, catalogue creation, experience with video camera equipments and dedicated softwares.

## Studies

OSCE/ODIR	2013 Certificate of short-term <u>Obervator.</u>
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Korean Institute	2011 <u>Korean</u> Language Proficiency Test.
La Sapienza University, Rome	2010 B.A. In <u>Oriental Culture and Languages</u> , La Sapienza University of Rome, 110/110.
Commercial High School	2000 <u>Accounting and Information System Management</u> Diploma, Commercial high school, Latina 98/100.
Japan Foundation	2007 <u>Japanese</u> Language Proficiency Test, (level B2/C1)
Elop	2002 Certificate of <u>Digital Video Editor</u> .

## Other Competences

**IT** | Word, Excel, Access, Power Point, Outlook, SAP, Progel, Pharma4, Golden Gate, MS Dynamic, Business Object, Avid, Media100

**Languages** | Italian Native, English Fluent; Japanese Fluent; Korean Fluent; Chinese Beginner; French Beginner.

- *I hereby authorize to use my personal information, in compliance with Italian Law 196/03.*

