

VINCENZO GRIFO

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PERSONAL PROFILE

Well-rounded bilingual and cosmopolitan MSc graduate in International Business, with a solid foundation in Management Engineering and experience in data analysis, reporting, project management and process improvement within different industries. Naturally confident in navigating and adjusting to new environments and cultures, having worked and studied in three different countries, I am seeking a challenging commercial graduate position that provides me the opportunity to develop my leadership skills while taking responsibility and sharing my ideas.

EDUCATION

MSc IN INTERNATIONAL BUSINESS WITH CHINESE BUSINESS AND SOCIETY PATHWAY	(Sep 2015 – Sep 2016)
Nottingham University Business School, University of Nottingham, Nottingham, United Kingdom	
Semester Overseas in Ningbo, China, at Nottingham University Business School China	(Feb 2016 – Jun 2016)
Final mark: Distinction. Best Overall Performance in the programme (74%).	
MSc IN MANAGEMENT ENGINEERING	(Oct 2009 – Jul 2011)
University of Catania, Catania, Italy	
Final mark: 110/110 and Distinction grade, equivalent to a Distinction.	
BSc IN MANAGEMENT ENGINEERING	(Oct 2006 – Oct 2009)
University of Catania, Catania, Italy	
Final mark: 110/110 and Distinction grade, equivalent to a first class (hons).	
HIGH SCHOOL DIPLOMA	(Sep 2001 – Jul 2006)
Liceo Scientifico "A. Sciascia", Catania, Italy	
Science pathway focusing on STEM subjects (ten in total). Overall grade: 100/100 (maximum score).	

WORK EXPERIENCE

ADMINISTRATIVE AND DATA ASSISTANT	(Aug 2016 – Nov 2016)
UNIVERSITY OF NOTTINGHAM, Nottingham, United Kingdom	
<ul style="list-style-type: none">Part-time job while preparing my MSc dissertation. Providing administrative and data support in two different assignments:	
Nottingham in Parliament Day: one-day festival of over 45 events in and around the House of Parliament to raise the profile of Nottingham, with more than 2,500 guests and 150 high-profile speakers from the worlds of politics, business, sports and entertainment	
Events and Vacancies Department: Organisation of employers' events and career and employability services to students.	
EVENT MANAGEMENT –PUBLIC RELATIONS AND MARKETING	(Sep 2015 – Feb 2016)
SELF EMPLOYED, Nottingham, United Kingdom	
<ul style="list-style-type: none">Organising and managing social events for international students in Nottingham, contacting venues, defining budgets and timescales, promoting and ensuring that everything is properly organised.	
Rubiks International: Launched a brand new monthly International Student Night in Nottingham.	
<ul style="list-style-type: none">Looking carefully at the market thought direct analysis, I had noticed the absence of events tailored for international students, a significant part of the student population in Nottingham.Developed a new strong brand using social media and public relations, by running promotional and social events, I introduced the new product to the students, collecting feedback and idea for the launch night.Creation and administration of a Facebook group to build consumers' relations and promote the events.Successful launch party exceeded the initial goal of 300 attendees.Sales and team management, directing a team of 10 PRs.	

DATA ANALYST – SUPPLY CHAIN SERVICE DEPARTMENT**(Mar 2014 – Sep 2015)**

PATTONAIR, Derby, United Kingdom – Aerospace and Defence Supply Chain Service Provider

- Processes analysis and improvement. Introduced KPIs excel-based tracking systems, which made available extensive information about operational cost and performance, thus allowing to monitor individual and team performance.
- Taken part in cross-functional projects led by the Supply Chain Improvement Department aimed to revise key supply chain processes and establish new efficient and lean procedures.

Project Suppliers performance review: Identification of chronic suppliers and establishment of robust supply chain procedures to reduce revisiting in order. Resources are now more focused on customer service and key margin; improved sales and optimisation of senior management deployment; allowed driving arrears recovery to meet customer contractual obligations.

- Development and identification of mechanisms required to recognise chronic suppliers and the scoring criteria/trigger points for the team to engage the activities needed to protect the company and the customers; categorised key suppliers and set priorities with the correct level of resource and the right level of skill needed.

BUSINESS INTELLIGENCE ANALYST, BUSINESS SUPPORT DEPARTMENT**(Feb 2012 – Aug 2013)**

FIRE GROUP, Messina, Italy – Management Consulting

- Reported results of new product launches and KPIs to measure performance vs targets assisting management in driving business decisions. Led key IT projects and identification of areas of opportunity and performance gaps in daily operations.

Workstation management project: improvement of the information system to increase productivity, tracking information, monitoring KPIs and supporting operations management.

SKILLS**Software:**

- Microsoft Office Suite (Word, Excel, Power Point, Access, Outlook, Visio): Expert Knowledge.
- ERP/MRP: end user of Microsoft Dynamics AX, IBM AS400.
- Business Intelligence: SAP BusinessObjects.
- Programming languages: VBA, SQL, Matlab.
- Statistical tools: SPSS, Minitab, Stata, Matlab.

Languages: Native Italian. Fluent English: IELTS (Score 7.5/9) and C.A.E. Certificates (December 2013).

ACHIEVEMENTS

- Awarded “Best Overall Performance” on the MSc International Business within the Nottingham University Business School.
- Awarded “European Union Masters” Scholarship: 10 full tuition scholarships awarded amongst postgraduate EU students of the University of Nottingham, academic year 2015/2016.
- Awarded the “Nottingham University Business School MSc Scholarship” and appointed student ambassador of the Nottingham University Business School, academic year 2015/16.
- I was awarded yearly full scholarships by E.R.S.U. Catania for my academic results in both my Bachelor’s and Master’s degree.
- I was awarded a prize for the highest achievement in both my Bachelor’s and Master’s degree by E.R.S.U. Catania.
- National Finalist at the “International Championship of Mathematical Games”, Bocconi University (2004, 2006, 2007).

ASSOCIATIONS & INTERESTS

- Love travelling, experiencing different cultures and organising trips and social activities for groups.
- I was the captain and goalkeeper of the local futsal team "PGS" from 2003 to 2011. Very keen on sport and fitness.

MEMBER OF “VIS-À-VIS: MAKING CONNECTION”**(Feb 2016 – Jun 2016)**

University of Nottingham, Ningbo, China – Student Union Organisation

- **Go-UK! Project.** Established a networking catalyst and information-sharing hub for students from the Ningbo Campus, who would have undertaken an exchange programme in the UK in the academic year 2016/17.
- Developed and managed periodical events, such as information sharing and cultural awareness sessions.

MEMBER OF THE VOLUNTARY ASSOCIATION AT “ORATORIO SALESIANO M. AUSILIATRICE”**(Jun 2001 – Oct 2006)**

Canicattì, Italy – Education and Charity

- Organisation and monitoring of daily social activities of summer camps for children.
- Tutoring activity and trained children in futsal.