

Nome e Cognome: Jenny Minutillo

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FORMAZIONE

Studi:

2005 Università "Degli Studi" di Bologna

Master Degree in Law

Graduation thesis: six months research in Tanganika African Embassy for an international child immigration and adoption project

2003 Università "Degli Studi" di Bologna Bachelor Degree in International and Diplomatic Science

Conoscenze informatiche:

Mastery of Office applications, including Word, Excel, PowerPoint and Outlook. Extensive experience in using Datamanager, Mailmerge and the Internet to increase work efficiency. Proficient SAP user.

Conoscenze linguistiche: English:fluent

ESPERIENZE PROFESSIONALI

Azienda: luxury sector TERRA MORETTI VINO

Periodo / Ruolo: 2020_ actual – Brand Manager Toscana _ PR&Events Coordinator

Competenze / attività:

Main activities:

- Curare l'immagine e la veicolazione dei messaggi legati ai Brand di riferimento.
- Organizzare Press Tour ed eventi, e qualsiasi azione di marketing volti al promuovere il Brand
- Organizzare Fiere di settore (Vinitaly – Merano Wine Festival – ProWein tra le alter)
- Curare l'organizzazione degli eventi Stampa e Trade per singoli Brand.

Periodo / Ruolo: 2018_2019 – PR& EVENT MANAGER, SHOP COORDINATOR _ HOSPITALITY MANAGER

Competenze / attività:

Main activities:

- Sviluppare l'accoglienza delle diverse Cantine del Gruppo (6 Cantine localizzate in Toscana, Franciacorta e Sardegna) in termini di Brand Awareness, sviluppo Eventi privati e aperti al Pubblico.

- Sviluppare la Strategia Retail del singolo Shop Enoteca
- Organizzare Press Tour
- Organizzare Fiere di settore (Vinitaly – Merano Wine Festival – ProWein tra le alter)

Azienda: luxury sector TERRA MORETTI VINO

Periodo / Ruolo: 2017_2018 – Executive Assistant to CEO Francesca Moretti

- Motivazione al cambiamento:

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- A CHI RISPONDE FUNZIONALMENTE

- Direttore Marketing

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- CHI COORDINA

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- 20 Responsabili Visite

- 5 Manager _ Shop / Cantina

Azienda: luxury sector GIORGIO ARMANI
Periodo / Ruolo: 14/17 – Account Manager

Competenze / attività:

Main activities:

- Cultivate and maintain relationships with KEY CLIENT accounts especially with focus on performances and sales development
- Follow the entire process from the negotiation (trading terms) to the shop opening with partners of stores/corners/concessions
- Provide field servicing (training, assortment/visual merchandising oversight) and local account management; following the product launch schedule.
- Meet with senior account management of new Travel Retail Partners to establish brand development and growth, including retail store development.
- Monitor and build solid awareness of external market trends and developments (consumer, competitors, specific channel information)
- Overseeing execution of dedicated commercial plans and identify areas of improvement
- Organize and participate TRetail exhibitions and TRetail conferences
- Chase for the best business opportunities with TR industry major players / airport authorities through extensive travelling.

Motivazione al cambiamento: Sviluppo di carriera in ruoli decisionali

A CHI RISPONDE FUNZIONALMENTE

Direttore Generale WHOLESale/RETAIL

CHI COORDINA

12 Store manager / una risorsa junior in ufficio

ALTRE ESPERIENZE PROFESSIONALI

Azienda: Global Retailer SpA , Rome Italy
Periodo / Ruolo: 11/13 – 10/14, Licensing Manager

Competenze / attività:

Management of the relationship with our main partners

(Victoria's Secret , Ducati , National Geographic, Fedon)

- Monthly - Weekly and Daily Reports (Sell in – Sell out / KPI's, Stock – economics. Forecast . Breakdown)
- HR's issue and Supply Chain
- Pricing support with respect to expected profit margins.
- Sharing Best Practices

Buying and Marketing activities

- Promotional
- Brand Awareness
- Event's manager and Prs

Start up

I managed the start - up of 3 new Shops:
Victoria's Secret Napoli , Ducati Brasile, National Geographic Dublino.
I'm the responsible person for :
Import/ Export Legislation (Custom's Clearance ...)
Relationship with the General Constructor and all the other Suppliers

Scouting of new suppliers and new Brands to increase pour portfolio

Motivazione al cambiamento: crescita professionale

Azienda: Ermenegildo Zegna Holditalia S.p.A. ,Milan Italy
Periodo / Ruolo: International Pr Assistant, Executive assistant to CMO
Competenze / attività:

11/12 – 10/13- International Pr Assistant

1/11 – 10/2012- Ermenegildo Zegna Holditalia S.p.A., Milan Italy

Executive assistant to CMO

A highly organized and detail-oriented Executive Assistant with over 10 years' experience providing thorough and skillful administrative support to senior executives. Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals.

An independent and self-motivated professional with excellent research and writing skills; able to grow positive relationships with clients and colleagues at all organizational levels.

Computer skills include MS Word, Excel, PowerPoint, Access, ACT, and Internet.

- Administration & Organization

Created highly effective organizational and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamlined office functioning.

Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives.

Conducted extensive Internet research on competitors and potential acquisitions, reporting findings to CFO. Developed, formatted and maintained databases.

Updated and maintained CMO's calendar, completely re-organized the Executive and Finance libraries, and assisted managers with special projects as needed, including building renovations and office move.

- Communication & Client Relations

Answered a high volume of incoming calls and in-person inquiries from clients and colleagues; treated each person with respect and provided information and referrals.

Acted as liaison and maintained open lines of communication among senior executives, board members, shareholders, middle management and administrative staff.

Wrote correspondence; proofed and edited press releases and other documents to ensure accuracy and consistency.

Coordinated preparation and timely dissemination of company reports and slide presentations for board meetings.

Motivazione al cambiamento: crescita professionale

Azienda: Techint S.p.A. Milan, Italy

Periodo / Ruolo: Sales Team Coordinator and Project Manager Personal Assistant, Sales Vice President Personal Assistant

Competenze / attività: 1/10 – 12/10

Sales Team Coordinator and Project Manager Personal Assistant

- Document analyst, data manager, international team coordinator
- Kick off meeting coordinator, periodic reviews and presentations preparation
- International Visa and international Embassies praxis arrangements
- _ Team members coordinated: 30
- _ Project managed: 3 billion €

07/09 – 1/10 Techint S.p.A. Milan, Italy

Sales Vice President Personal Assistant

- Appointments, calendar, phone, and email management; making extensive worldwide travel arrangements

- Team meetings and group events coordination

- Preparation of presentations, charts, tables, graphs, plans

- Responsible for acting as liaison with other departments throughout worldwide offices, especially with senior-level management

Senior managers and VPs assisted: 8

Motivazione al cambiamento: difficoltà organizzative

Azienda: Italtel S.p.A. Milan, Italy

Periodo / Ruolo: CEO and Communication Vice President Personal Assistant, Sales Vice President Personal Assistant

Competenze / attività: 1/09 - 07/09

Sales Vice President Personal Assistant

- Paper based and digital database coordinator
- Relationship data base for clients and suppliers
- Budget and sales forecast reviewer

Senior managers and VPs assisted: 13

11/07- 12/08

CEO and Communication Vice President Personal Assistant

- Trade fairs coordinator
- Press reviewer and speech writer
- Promotional events coordinator, special events organization
- Involved in key projects managing critical and sensitive data
- Top Management business workflow improvements using advanced software

Senior managers and VPs assisted: 5

Board of Directors assistant

Motivazione al cambiamento: crescita professionale

Azienda: Eda S.p.A Rome, Italy

Periodo / Ruolo: 01/07 – 10/07 CEO Personal Assistant

Competenze / attività:

- Coordinate team meetings and group events
- Participate in key projects
- Team coordinator for Secretaries' offices, speech writer, press review, final check on legal acts
- Managing schedules, calendar, phone, and email, making extensive worldwide travel arrangements fulfilling confidentiality needs

Senior managers and VPs assisted: 10

Motivazione al cambiamento: crescita professionale

Autorizzo il trattamento dei miei dati personali, ai sensi del D. lgs. 196 del 30 giugno 2003

Febbraio 2023

Genny Minutillo

INQUADRAMENTO E RETRIBUZIONE AL MOMENTO DELL'ULTIMA ESPERIENZA

Quadro primo livello/ ral lorda annua 60k€, mbo 10% ral (al netto di 13' e 14') – STI 15%
cellulare e pc aziendale