

# ANNA LISA MANCINI

## PERSONAL DATA

**Name:** Anna Lisa Mancini

**Date and place of Birth:** 21.03.1978, Perugia, Italy

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Italian, extremely curious, tenacious and determined. I love travel, art, fashion and photography. I've been working on advertising from 2004. Since then I have traveled and lived in different cities around Europe, I have build a wider professional network, while pursuing temporary freelance jobs to get new experiences. I've previous experiences in advertising industry, tourist accommodation and restoration from Italy to Ireland, the Netherlands and Germany. Assisting international clients. I love to collaborate across all disciplines with team members in a dynamic, multicultural and creative environment that is focused on growing business by growing people. I'm a sociable person, flexible, an hard worker and a team player. Well-organised and highly motivated with strong communication skills.

## QUALIFICATIONS & SKILLS

Literate in Macintosh and Windows platforms, excellent knowledge of Adobe Creative Suites CS6, FreeHand MX, QuarkXpress; average knowledge of Dreamweaver, Final Cut HD. Good knowledge in MS Office (Word, Excel, Power Point).

Extensive knowledge of customer service principles and practices

Since 2000 member of F.I.N (Italian Swimming Federation)

Since 2000 member of A.I.S. (Italian Association of Sommeliers)

## LANGUAGES

**Italian** Mother tongue

**English** Fluent

**French** Upper Intermediate

**German** Good

**Spanish** Basic

## DRIVING LICENSE

B

## EDUCATION

February 2016 **German Course** (A2.2)  
Hartnackschule, Berlin (D)

Aug 2012 - Oct 2012 **English Course**  
(Upper Intermediate Level) Callan Methode  
Elta School, Dublin (IE)

Sept 2010 - July 2011 **Master's Degree** in Art  
Direction of Luxury Goods  
IED (European Institute of Design – Visual Arts) in  
Roma, (I)

Oct 2005 - Nov 2006 **Professional Certificate** in  
Communication and Multimedia  
Salesiani Professional Centre Institute in Bologna, (I)

Sept 2001 - Apr 2005 **Bachelor's Degree** in  
Advertising Techniques  
Università per Stranieri in Perugia, (I)  
Final project: "Design and Production of a Brand  
Identity"

Sept 1992 - June 1997 **High School Diploma**  
Foreign Languages (Italian, English, French, German)  
Liceo Linguistico "Leonardo Da Vinci" - Umbertide,  
Perugia, (I)

# EMPLOYMENT

## QUALIFIED JOBS

April 2016 - October 2017 • **Managerin** - Just Juggling, Berlin (D)

Versandabwicklung und Buchhaltung. Projektleiterin.

Erfahrung im Umgang mit Kunden und Lieferanten.

Bestellungen kontrollieren. Reklamationen und Schadensfälle bearbeiten (Amazon, Webshop).

Versandanzeigen prüfen. Kostenrechnungen durchführen.

Liefertermine überwachen. Eingangsrechnungen kontrollieren.

Waren annehmen und kontrollieren, Warenmängel reklamieren, Waren ein- und auslagern.

Flexible Arbeitszeiten.

June 2016 - March 2017 • **Assistentin der Geschäftsführung und Packkraft** - Just Juggling, Berlin (D)

Versandabwicklung und Buchhaltung. Bestellungen kontrollieren. Eingangsrechnungen

kontrollieren. Waren annehmen und kontrollieren, Warenmängel reklamieren, Waren ein- und

auslagern. Flexible Arbeitszeiten.

Sept 2012 - Nov 2013 • **Art Director** - "Ogilvy & Mather" - Dublin (IE)

Generate conceptual ideas across all medias. Creating comps, storyboards, initial graphic

concepts, digital display campaigns, social media community management and campaigns.

Jan 2011 - Apr 2012 • **Art Director** - Freelance in Dublin, Roma and Perugia (IE-IT)

Generate conceptual ideas across all medias. Managing brainstorming

Brand restyling and brand communications projects.

Responsible for account management and liaising with clients (B2B and individuals) in order to suggest best retail solutions according to the brand identity.

Responsible for the marketing (i.e. creating marketing products, creating and updating the Facebook page)

Jan - July 2010 • **Art Director** - Advertising Agency Communication & Marketing, Perugia (IT)

Developing and presenting client approved concept

Interpreting clients brief, managing brainstormings and the Art Direction

Responsible for account management and liaising with clients (B2B and individuals)

March 2007 - Sept 2008 • **Art Director Jr** - Advertisement Agencies "Mediamorphosis" and "Kuni", Bologna (IT)

Creating a moodboard and managing brainstormings

Engaging with brand presence and working with clients feedback

Working with copywriter in order to create new communication lines

2004 - 2006 • **Graphic Designer** - Graphic Studio "Altimenti", Bologna (IT) - Ad. Agency "ABC&Z"

- Ad. Agency "Gruppo Life Longari&Loman", Bologna (IT) - Ad. Agency "Thema", Perugia (IT)

Engaging with brand presence

Participating to company's brainstormings for some important products

Laying out brochures and several marketing products

## **STUDENT JOBS**

Jan 2010 - Apr 2012 • **Waitress, barista** - "Chicco Brillo" Restaurant, Roma (IT)

- Management incomes
- Assisted clients in menu decisions
- Managing the Restaurant service and wines choice
- Assisting the chef

Oct 2010 - Jan 2011 • **B&B Receptionist and Secretary** - "Town House Fontana di Trevi, B&B" and "Cenci B&B" in Roma (IT)

- Assisted clients in check in and check out
- Welcoming international guests
- Managing the Breakfast service
- Cleaning rooms

Oct 2006 - Jan 2010 • **Barista and serving handmade ice-cream** - "Pattol club" in Perugia (IT)

- Part time manager assisting customers
- Managing the Restaurant service and wines choice
- Welcoming international costumers

Apr-June 2009 - Apr-June 2005 • **Organizational Secretary** - Meet Eventi Srl, Perugia (IT)

- during the event "Vini nel mondo"
- Management and filing system incomes
- Providing prompt, friendly service to the events guests, Managing events
- Calling celebrities and vineyard estate in order to verify their attendance to the events

Jan 2002 - Oct 2004 • **Waitress, commis** - "Locanda della Braccasca" Restaurant, Perugia (IT)

- Assisted clients in menu decisions
- Managing the Restaurant service
- Providing consistent prompt, friendly service to the clients

Sept 1998 - Sept 2004 • **Swimming Coaching** - "Grifus sporting club" und "Pattol club", Perugia (IT)

- Aquatic teaching to children from 0 to 15 years old
- Coaching adults swimming techniques

1997 - 2000 • **Hostess and Promoter** in different POS and events, Perugia (IT)

- Promoting popular brands such as Epson, Phillips, Whirlpool
- Providing surveys on the brands
- Working with clients feed-back

## **OTHER ACTIVITIES JOBS**

February 2015 - June 2015 • **Haushilfe**

Gerresheim - Staatsoper im Schiller Theater, Berlin (D)

June 2015 - Mai 2016 • **Kellerin**

La Sorrentina, Italian Pizzeria Restaurant, Berlin (D)