



Arianna Tosetto

Project Coordinator

📍 London, UK

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Languages

Italian (Native)

English (Fluent)

Spanish (Basic)

French (Basic)

About

I'm looking for new challenges, where I could use my skills to add value to processes and be the connective tissue among departments.

BRANDS WORKED WITH

Burberry

Fortuny

Lorenzi

Moncler

Experience



● GLOBAL CLIENT ENGAGEMENT STRATEGY COORDINATOR

Burberry | Feb 2021 - Now

I support the end-to-end delivery of Campaign and Calendar related client initiatives, coordinating all phases from strategy to in-store delivery across all 6 global regions, ensuring consistency with central strategy, commitments and goals. Management of ad-hoc, cross-functional projects and their global roll-out.



● Team Assistant

Burberry | Mar 2019 - Feb 2021

Coordination of the regional Head Quarters in Italy and Spain and administrative support to stores located in Italy, Spain, Portugal, Switzerland. Big events organization and management of customer-oriented strategic projects and activities. Main point of contact in the Region for international colleagues and external stakeholders, administrative and organizational support to the Southern Europe VP and his reports.



● SPECIAL PROJECTS COORDINATOR & OPERATIONS & SUPPLY CHAIN ASSISTANT

Moncler | Apr 2015 - Mar 2019

Special Projects Coordinator: responsible for the on-time delivery of Special Projects, for an average of 40 product related projects per year. Liaison among Suppliers and/or all the internal cross-functional departments ensuring efficient collaboration by establishing timelines, assigning tasks, tracking progress and deliveries, managing post-sale enquiries & inputs for contractualisation. Report production for C-level management. Operations & Supply Chain Assistant: I manage the diary and travels for the Op.&SC. Global Director, 5 direct reports and for the GM of our facility in Romania. I prepare meeting presentations and reports, process travel expenses and reimbursements. Organization of events, from location scouting and logistics to budget monitoring. Indirect purchases invoice management (SAP).



● EA & PA TO THE CEO

Lorenzi | Oct 2014 - Jan 2015

Assistant to the CEO: preparation of meeting presentations and reports, diary and travel organization, managed external contacts with suppliers and customers. Team building initiatives and training for new hires.



● CLIENT ADVISOR

Fortuny | Jun 2011 - Mar 2012

Education & Training

2017 - 2018 ● | IL SOLE 24ORE BUSINESS SCHOOL

Master, Master of Management

2014 - 2014 ● **Harvard Summer School**

Summer Classes,

2011 - 2014 ● **Università Ca' Foscari di Venezia**

Bachelor's degree, BACHELOR'S DEGREE IN LANGUAGES, CIVILISATIONS
AND SCIENCES OF THE LANGUAGE