



Arianna Tosetto

Project Coordinator

📍 London, UK

✓ Arianna's availability **should be discussed**

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Work Preference

Location: Open to relocate

Pattern: Open to Full-time work

Employment: Permanent Positions

Skills

Project Management (Intermediate)

Strategy Creation (Intermediate)

Briefing (Advanced)

Budget Administration (Intermediate)

Special Processes (Intermediate)

Process Architecture (Intermediate)

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