

Cecilia Cattaneo

Address Via Luigi Arnaldo Vassallo 7, 16146 Genova

Phone

Email cecilia.cattaneo@tin.it

WORK EXPERIENCE

2/2019 – present Fondazione Human Technopole

Head of President's Office

6/2018 – 1-2019 Fondazione Human Technopole - Milano

Secretariat to the Supervisory Board and to the Management Committee

Organization of President's meetings/travels and assistance in the day-to-day management of the start-up of Fondazione HT.

Organization and participation in the Management Committee meetings and the Supervisory Board meetings and drafting of the minutes.

1/2017 - 5/2018 Human Technopole Project - Milano

Secretary to the Coordination Committee

Within the IIT involvement in the HT project starts, organization and participation in the Coordination Committee meetings and drafting of the minutes.

1/2008 – 1/2019 Istituto Italiano di Tecnologia - Genova

Responsible for the Research Management Office of the Drug Discovery and Development Department

Full coordination of the Research Management Office's team consisting of 3 assistants with the following managing tasks:

- Purchase procedure including tenders;
- Organization of personnel missions for the participation in conferences/congresses;
- Organization of incoming of Invited Scientists, guests and visiting scientists;
- Management of Doctorate activities including organization of Collegio dei Docenti meetings, taking, sending to Unige and filing minutes, dealing with Unige and organize PhD examinations and reports;
- Management of all the didactic activities of the department (PhD students courses, lectures, seminars, etc.);
- Day-to-day management of the department needs including assistance to foreign students and post docs, filing, managing of incoming and outgoing mail;

- Support to the Director in the management of the Department.
Administration of the department budgeting and reporting.
Operative coordination and management of department projects and functions.
Operative management of hiring procedures.
Organization and coordination of all the meetings and conferences involving the D3.
Management in collaboration with the Projects Office, of Italian, European and American grants and relevant reports.
Management in collaboration with the Technology Transfer office of commercial projects.
Support to the Director in the planning of his travel, meetings and conferences.
Management of the D3's internal communication.
Collection, control and approval of D3's publications insertion in the IIT website.

2/2007- 12/2007

Istituto Italiano di Tecnologia – Genova

Senior Executive Assistant to the Vice President

Support to the Vice President in organizing meetings, travels and day-to-day management of the start-up of Fondazione IIT.

2000 - 2007

Il Sole 24 ORE S.p.A. - Milano

Responsible for the Secretariat of the President and the CEO

Support to the President and the CEO serving as “*trait d’union*” between the top management and the directors of the business areas.
Management of the external relations with the associations and the institutions; organization of meeting with Confindustria’s President and the recurring meetings of the Board of Directors.

Coordination of two secretaries and two drivers, management of the President and the CEO’s agenda and organization/draw up of the documents in support of their participation to institutional events.

1997 - 2000

Prada S.p.A. – Milano

Responsible for the Corporate General Secretariat (direct report to the CEO and owner of the Company)

Taking advantage of the support of one assistant, management of the following activities:

- Definition, implementation and control of the corporate identity criteria handling specifically the internal communication procedure of the entire Prada Group;
- Definition, in collaboration with the business areas of the Group, of the company procedure verifying their fulfillment;

- Training of the business areas' secretaries and of the subsidiaries' general secretaries and their coordination (about 30 people);
- Coordination of 15 people taking care of their selection, training and subsequent development within the Group; organization and management of the reception service of Prada, Prada Sport e Miu Miu's showrooms ensuring a high-quality standard.
- Management of the General Secretariat budget.

1992 – 1997

Motorola S.p.A. – Trezzano s/N (MI)

Executive Assistant to CEO Italy, Country Manager Europe and Vice President worldwide.

Main tasks accomplished:

- Management of the agenda of the CEO/CME/VP, organization of meetings, events and travels;
- Management and draw up of confidential documents and contracts with customers, correspondence and reports for the United States and European headquarters;
- Draw up of supporting documents for conventions, press conferences and meetings with main customers.

1988 – 1992

Auschem S.p.A. (Gruppo Montedison) – Milano

Junior Assistant to CEO

Support to the CEO's assistant and support to the business areas' Directors (Marketing and Advertising, Human Resources, Technical).

1986 – 1988

Executive Trasporti S.r.l. – Milano

Support Assistant to President (part time job)

Support to the personal assistant to the President.

Spring 1986

Villaggio Turistico "La Torretta" – Voghera (PV)

Children's entertainers coordinator

Support to the Director of the touristic village for the organization of the children's entertainers activities based on school's requirements.

Summer 1982-1985

Golf Club Grandes Jorasses – Courmayeur (AO)

Events organizer

Organization of cocktails and dinners on the occasion of golf tournaments.

EDUCATION

Technical-Commercial High School

Two-years attendance of the degree course in Psychology

Three-year School in General Graphology and one-year specialized School in Expert Graphology

LANGUAGES SKILLS

Italian	Native
English	Business proficiency
French	Good knowledge

COMPUTER KNOWLEDGE

Programs Microsoft Office (Word, Excel, Power Point) and SAP ERP.

SOCIAL SKILLS AND ORGANIZATIONAL COMPETENCES

Team work, good communication skills, creative approach to problem-solving, ability to lead small teams, ability to organize own work with minimal supervision, ability to prioritize own work in response to deadlines.

PERSONAL INTERESTS

Graphology and history enthusiast. Hiking, skiing and sailing.

November 2020