

CRISTINA ENERVI

HUMAN RESOURCES PROFESSIONAL

CAREER HISTORY

HR ADMINISTRATION MANAGER
Fondazione Human Technopole

from October 2020

SENIOR MANAGER, HUMAN RESOURCES
Alexion Pharma Italy

(June 2007- May 2020)

Italian affiliate of Alexion Pharmaceutical Inc., a leading global biotech company

I contributed to the start-up of the company and held HR roles of increasing responsibility over time. Responsible for:

- **Talents' Acquisition:** Managing the recruiting process for all positions/functions, ensuring timely employment offer contract and efficient on boarding process
- **Talents' programs & Learning Development:** leading all performance management and succession planning processes at a country level, providing guidance and advice on people management and managing Performance Improvement Plan. Conducting more than 40 assessments to improve employees' self-awareness and build fact-based development plans. Designing and delivering internal workshops, rolling out ad hoc development programs
- **Compensation & benefit:** designing and implementing benefit programs (healthcare and wellness programs, flexible benefits, smart working)
- **HR Operations:** drafting all local HR Procedures and implementation of the related processes (Presence and absence management, Travel & Expenses, Car Policy, Safety & Healthcare, Smart Working, Internal code of conduct, Privacy Manual); staying up to date on labor legislation and taxation, acting as first point of contact on national collective bargain related matters and partnering with legal on resolving local employee issues; supervising and handling with the external consultant the whole payroll process, managing all the local administrative fulfillments related to hiring/resignation/benefits/etc.; collaborating with Finance Department on forecast process and long range plans. Implementation of: a web-based tracking attendance application, a budget and forecast application based on INAZ software and SuccessFactor hiring & onboarding module.

EXECUTIVE SALES ASSISTANT

(2006 – 2007)

Orieme Italia - Import/Export electrical components

Support to sales managers, contracts, commissions reports, sales data reports.

MARKETING COMMUNICATION SPECIALIST

(1995 – 2005)

Oracle Italia - Italian Affiliate of Oracle International - Information Technology

Marketing and advertising campaigns: local implementation of the Global Advertising campaigns, campaigns budget controls. Translation and update of the contents of the Italian website.

MARKETING COMMUNICATION**(1990-1995)****Borland Italia** - *Italian Affiliate of Borland International – Information Technology*

Events and Tradeshow organization. Co-marketing activities with resellers and dealers. Budget control.

CUSTOMER ACCOUNT**(1984 – 1990)****Bit Relations-Burson Marsteller** - *Public Relation and Communication Agencies*

Account Management: press conferences – press releases – congresses and tradeshow organization

EDUCATION

High School Diploma – Business Consultant proficient in foreign languages**(1983)****Further qualifications - Assessment Trainings:**

- Team Diagnostic Coaching - assessment tool (*Team International Coaching*)
- Whole Brain Model – how to communicate and delegate (*Infinity*)
- Coaching Models and tools: Grow Model – STAR – Whole Brain – social styles: Circumplex model (*Infinity*)
- Introduction to Competencies 101 and viaEDGE and Learning Agility Certifications (*Linda Rodman – Loominger Master Associate*)
- Competencies Based Interview Architect Certification (*Linda Rodman – Loominger Master Associate*)

Further qualifications - Soft and Technical Skills Trainings:

- Basic and Advanced Training on National Labor Contracts and on all payroll elements (*IPSOA Scuola di Impresa*)
- Fringe benefit – Travel and expenses reimbursement: administrative and fiscal aspects (*Assoservizi*)
- The employment relationship with the Executives (*Optime*)
- Practical Instruments for a correct management of the employment agreement: dismissals and disciplinary actions (*Cegos*)
- Industrial Relations Management (*Cegos*)
- The new discipline of Smart Working (*Optime*)
- People Management (*Palo Alto*)
- Conflict Management (*Cegos*)

Languages:**English:** Advanced level**French:** Basic level**IT Tools and programs:**

Microsoft Office

SAP HR –SuccessFactor

INAZ (Rilevazione Presenze e Budget Control)

Milano, 25 Febbraio 2025

Cristina Enervi

I authorize my personal data treatment, as per D. Lgs. 196/2003 and Regolamento UE n. 679/2016