



Francesco Villa

via Bonfante 13, Turin, 10137, Italia
+39.3491326841 - villa.francesco92@gmail.com

Date of birth

22/10/1992

Skills

Project Management

Administration & Accounting

Stress and Time
Management

Teamwork

Proactive Thinking

Languages

Italian

English

Spanish; Castilian

French

Hobbies

Music

Sports

General knowledge

Profile

A cultural project manager, with a four-years experience developed in a youth centre, seeking for a career in an international company to create a positive impact both on environment and people.

Employment History

Content Translator, Freelance, Home Based

March 2020

Freelance work as Content translator: Italian - English and viceversa.

The work incorporates:

- _ reading documents
- _ writing and editing copies
- _ using software and bespoke applications to upload content, if required by a client
- _ preparing summaries
- _ consulting with experts in a specialist field, if required
- _ developing contacts and building relationships with clients

Administration Manager, The Goodness Factory, Torino

January 2016

The Goodness Factory is a music agency based in Turin. I covered two main roles. As administration manager my tasks involved:

- Supervising day-to-day operations of the administrative department and developing, reviewing and improving administrative system, policies and procedures
- Managing and overseeing the daily operations of the accounting department, analyzing accounting data and produce financial reports and enforcing proper accounting methods, policies and principles
- Set budgets, monitor spending and processing payroll and other expenses, ensuring the business meets all its statutory and compliance obligations, including accounting and tax issues
- Applying and winning calls for tenders from Institutions and Foundations, both private and public
- Hiring and training employees

As event production manager, my tasks involved:

- Brainstorming and implementing event plans and concepts
- Liaising and negotiating with vendors, handling logistics and updating senior management and handling budgeting and invoicing and post-event reports
- Develop a detailed schedule of festival logistical activities, coordinating over 350 transfers during one week, organize and supervise a team of 12 drivers over different shifts, including evening and night shifts

Education

Master "Talenti per l'impresa", Fondazione CRT, Torino

2017 – 2018

Entrepreneurship Master at CRT Foundation - high education course about innovative enterprise and entrepreneurial culture.

Master "Ideazione e Progettazione di Eventi Culturali", Università Cattolica del Sacro Cuore, Milano

2014 – 2015

First level Master at Università Cattolica del Sacro Cuore, Milano - 1 year master aimed at forming skilled professionals in ideation and management of cultural and social events with a focus on live entertainment industry.

Bachelor's Degree - Business Administration, Università degli Studi di Torino, Torino

2011 – 2014

First level Degree in Business Administration (Marketing Course)

Extra-curricular activities

Team Leader, Sofar Sounds Torino, Torino

January 2016 – January 2018

I have been working as the City leader of Sofar Sounds, one of the most famous music events startup company. I managed an eight-people team who monthly organize a secret show in Torino and three live music videos at each event.

Volunteering

September 2008 – August 2014

GiOC _ Gioventù Operaia Cristiana From 2008 until 2014 I have developed a grown path as kids entertainer where I helped them think about their future, who they want to be and how they want to live through weekly meeting and two school camps each year.

In 2015 I volunteered in Tanzania helping with the everyday jobs in many cities (Dar es Salaam, Arusha, Moshi).