



PERSONAL INFORMATIONS

Jacopo Masper



 Ponte san Pietro (BG), via Bellini 3, CAP 24036

 320-0123577

 Jacopo.masper@gmail.com

Date of birth 22/12/1990 | Nationality Italian

EDUCATION AND TRAINING

October 2021 - currently

**Business Administration Student**

University of Bergamo

Business administration, Administrative Management and Profession

May – September 2021

**Business English Communication Skills Specialization**

University of Washington

Advanced mooc training course

March – May 2021

**International Leadership and Organizational Behavior**

Luigi Bocconi University

Advanced mooc training course

From 2017 to 2020

**Degree in Political, Economic and Social Sciences**

University of Milan

Administration and Organization Sciences

**Final Evaluation: 103/110**

A.A. 2019/2020

December 2020

**Eligibility for financial advice**

OCF

**Final Evaluation: 100/100** (Registration in the register not yet completed)

V° session, december 2020

From 2009 to 2012

**High school leaving qualification in Industrial Expert and chief technician for electrical and automation**

I.T.I.S. P. Paleocapa, Bergamo

**Final Evaluation: 76/100**

A.S. 2011/2012

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**PROFESSIONAL EXPERIENCE**  
2013 - CURRENTLY**Tenaris Dalmine S.P.A.**

P.zza caduti 6 Luglio 1944, n°1, Dalmine (BG)

Oil &amp; Gas and industrial applications

Currently: Maintenance planning

Positions held in the past: Industrial Threader Operations Clerk; WMS Technician; Quality Control Specialist

2012

**ABB S.P.A.**

Via Friuli n°4, Dalmine (BG)

Technology for an energetic and automation system

Electrical technician medium-high voltage products

2009 - 2012

**Mediabuilding**

Via Vittorio Veneto n°605, Presezzo (BG)

Project for building

Administrative operations

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**AUTONOMOUS PROFESSIONAL EXPERIENCE**

2015 - 2017

**RJM S.A.S. di Riccardo Togni & C.**

Via Bellini n°3, Ponte San Pietro

Food and beverage

Co-Founder, Head of administration and accounting

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**PERSONAL SKILLS**

Flexibility and adaptability, ambition, enthusiasm, imagination e spontaneity, wide predisposition to interpersonal relationships and relationship management professional, institutional and human resources. Punctuality, precision, reliability, dynamism and sensitivity to achieving objectives. Ability to collaborate and coordinate one or more people interacting in a way constructive by organizing and orienting consensus towards the achievement of professional goals set by the company. Ability to formulate a speech using the appropriate technical-scientific dialectic that the profession requires exposing the situation in the face of numerous and diverse interlocutors also of different nationalities.

**ORGANIZATIONAL, MANAGERIAL AND PROFESSIONAL SKILLS**

**Negotiation of commercial offers directly with suppliers, defining purchase price, payment terms and delivery terms, respecting the needs received from production plants and monitoring market trends through research and evaluation of new suppliers on the basis of both prices and quality of the supply;**

**Daily verification of the progress of production orders and consequent or possible management of missing materials and reminders;**

**Direct and daily confrontation with the technical office to assess needs, conditions and incoming projects;**

**Issue of internal production orders and purchase requests and constant updating in SAP;**

**Technical support to the Business Control Manager and the Senior Buyer with a focus on the purchase of services and collaboration and support for other company functions (production, shipping, customer service);**

**Secretarial activities with reference to the archiving of documents such as orders, offers and supplier contracts;**

**Control and management of internal purchasing procedures: control of authorizations, approval and issuance of orders, receipt of invoices and consequent archive;**

**Creation of monthly reports with cost and revenue analysis;**

**Participation in the monthly call with the other Junior & Senior Buyers of the Regional category;**

**SAP management of purchase requests for issuing orders;**

**Coordination of the activity with the production and commercial planning office for the management of outsourced processes, and for the production of semi-finished products;**

**Priority management based on production needs;**

**Warehouse organization and optimization; Time and cost analysis and monitoring;**

**Management of material flows;**

**TECHNICAL SKILLS**

Microsoft Office Project (and advanced knowledge of the Google Microsoft Office package)  
 CND method VT 2nd level in relation to UNI EN ISO 9712: 2012 CND method MT 2nd level in relation to UNI EN ISO 9712: 2012 CND UT method 1st level in relation to UNI EN ISO 9712: 2012  
 Siemens SIMATIC S7200 PLC (software blocks, timers and counters, analog signals, communication, PID regulation, process management and supervision, programming, diagnostics) CAD design  
 Design with DEV C ++

**DRIVING LICENSES**

Car owner: Driving license B issued by the civil motorization on 15/05/2009

**FURTHER INFORMATIONS**

Membership in groups/associations

Municipal Councilor

June 2016 - CURRENTLY

I authorize the processing of my personal data pursuant to Legislative Decree 30 June 2003, n. 196 "Code regarding the protection of personal data"

Ponte San Pietro, 20-10-2021

