



Anna Rossi

Born on 14/03/1987
Piazza San Giuseppe 14/11, 20162 Milan – Italy
T: 331 5994494. E-mail: anna.rossi87@gmail.com

Very passionate for sport, with 3 languages, strong inter-personal and organisational skills, creative aptitude, good verbal and written communication skills.

Able to work in team, motivated and used to multitasking and to on tight deadlines and challenging objectives.

Work

Experiences:

HR Assistant – Balich Worldwide Shows

From 05/09/2017

Balich Worldwide Shows is an Italian Based firm, operating all around the world in the entertainment production market. BWS create, designs and produces Olympic and Paralympic Ceremonies, live events, ground breaking celebrations and new entertainment formats.

- Manage, write and archive of sensitive documents
- In charge of attendance, documents collections, communications and relationship with the payroll provider.
- Check and provide reports in regards to the Cost Centres approved by the Head of Dept.
- Support the Head of Dept. in all process of defining Budgets and Salary review.
- People support: listen to employees needs and difficulties, contributes with ideas on people development.
- Support to the recruiting team (interviews, selections, administration...)

Alpine Ski Direction office- Italian Federation for Winter Sport

From 09/11/2015

- Manage entries procedures for Teams (WC, EC, FIS, CIT, UNI, MAS CHI races)
- Planning transfers, travels and accommodations for teams in cooperation with Organizing committees,
- Handling Visa's and other needed document procedures
- Organising meetings, training, festivals, conferences and other events;
- Manage products orders requested by teams
- Manage budgets.

Marketing Assistant and General Secretary - Italian Federation for Winter Sport

01/11/2014 to 09/11/2015

- Sponsorship contracts for Athletes
- Support for sponsorship agreement for supplier and partners
- Support in membership and affiliation procedures
- Prizes and certificates of merit procedures and awarding
- Support to Secretary in the ordinary tasks
- Arranging appointments and Organizing and servicing meetings (producing agendas, presentations and taking minutes)

Event and Planning Italian Paralympic Committee – Branch Office - Comitato Regionale Lombardia

13/01/2014 – 30/10/2014

- Organization and follow up of sport events
- Planning and Staff member during fairs and development or promotional events
- Planning educational meetings and activities with students
- Administrative support and secretary tasks
- Social media and press release support
- Coordination of the President's agenda
- Management of the relationships with different sports federations and sports associations of the area



- Development of projects aimed to promote sport for disabled people and to boost integration
- Member of the regional board for Paralympic sports
- Support pre and post event, press conferences, etc.

Web Marketing Assistant – Club Med Italia

27/08/2012 – 20/09/ 2013

- Social media update
- Social media and display campaign monitoring
- Development and maintenance of the corporate websites
- Support for all incoming Web Marketing projects
- Provide CRM support: creation and development of direct marketing campaigns B2B and B2C
- Support in the organization and communication of events Trade and partners;
- Management of relationships with suppliers and agencies;
- Support the activities of PR, Media and Events;
- Support to trade marketing training events (Club Med School, travel agencies training meeting
- Creation, development and maintenance of Club Med Business (Groups and Incentive) website
- Creation of mobile website.

Community Manager Internship – Nextplora Spa

23/03/2013 – 12/07/2013

Nextplora is a market research agency, member of Esomar and certified by Assirm.

- Ensure operational support in management,
- moderation and monitoring of Nextplora community Idee & Opinioni.
- Content creation with the objective to improve the level of engagement of the participants as well as increase the number, the quality and quantity of interactions.
- Analysis and value creation starting from the contributions of community members.

Other experiences

Communication Manager OIFE – Osteogenesis Imperfecta Federation Europe

from October 2016

- Participate in the Executive Board meeting and decision
- Develop internal and external communication policies and strategies
- Supervise and improve web based actions and strategies, in order to boost OIFE brand visibility and awareness
- Improve contents and information available for Delegates and OIFE
- Support fundraising and promotional activities

Technical and Classification Officer - International Committee Powerchair Hockey (IPCH)

from August 2014

- Preside over and support the IPCH Technical Commissions and Classification Committee.
- Communicate and deliberate with all Sport Executive Committee Members.
- Communicate and deliberate with the Committee Members about proposals/drafts/documents/information.
- Is responsible for sending drafts, proposals, documents, information etc. of the Subcommittees to the SEC for approval.
- Stimulate the development of international and national EWH and expand the network.
- Recruit capable persons for Subcommittees.
- Prepare, together with concerning subcommittees, the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS.
- Prepare, together with concerning subcommittees, the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly.
- Is responsible for the IPCH Business Plan concerning Jury Committee, Referee Committee, Technical Committee and Classifiers Committee business.
- Planning bids, site inspection, organizational meetings for courses and competitions.
- Appoint Officials for competitions and events.



IPCH Assistant Technical Delegate European Championship 2016 and World Championship 2018

February - July 2016
January 2017 – October 2018

The TD is the technical representative of the IWAS/IPCH before, during and after the event is responsible for ensuring that the Events correctly interprets, implements and enforces the rules & regulations of IWAS and IPCH. The TD shall advise the LOC on the technical requirements to ensure a safe, quality and dignified sports environment.

Supervise and support the Local Organising Committee (LOC) and Chief Officials (Chief Jury, Chief Referee and Chief Classifier and their Assistants) before, during and after the event.

TD is the contact person to LOC, Chief Officials, IPCH and IWAS and respond promptly to any communications before, during and after the event.

IPCH Head of Marketing and Communication Committee

July 2012- December 2016

- Responsible for promotion of the PCH sport, the IPCH's Competitions & Events.
- Control and update the IPCH website, as requested by SEC and Subcommittees.
- Responsible for (press) reports and newsflashes, photos & videos of IPCH Competitions & Events on the websites of IPCH, IWAS, IFF and FIH/EHF and other relevant media.
- Shall develop audiovisual promotional tools (video/dvd, leaflet, photos etc.)
- Shall develop a Sponsor plan and shall look for sponsorship companies.

National Board Member of FIWH - Italian Wheelchair Hockey Federation

From November 2016

- Communication Officer
- Project Management related to communication and social media
- Event and Promotion
- Hotel, facilities and logistical management during competitions

Collaboration with Italian Wheelchair Hockey Federation (FIWH)

January 2011 – November 2016

- Event planning
- Hotel, facilities and logistical aspects management
- Fundraising projects edition and supervision
- International relationships

IPCH Jury Member A licence (Referee Observer)

Assistant Chief Jury Member - PCH European Championship 2012 – Pajulahti (Finland)

Assistant Chief Jury Member – PCH World Championship 2014 – Munich (Germany)

LOC Member – Powerchair Hockey World Championship 2010

November 2010

- Hotel & Facilities management
- Translations and support to Press Office and Event Secretary
- Supervision of event schedule

National Board Member and Vice president for As.It.O.I. Onlus

From May 2008 to June 2015

Founded in 1984 As.It.O.I. is the only Italian wide organisation providing support to people affected by the bone condition Osteogenesis Imperfecta (OI).

- Planning of meeting and convention all over Italy
- Brochure, flyer, leaflet and newsletter design and copy-writing
- International relationship
- Communication and fundraising management



Education

Master's Degree, Brand Management, - Libera Università di Lingue e Comunicazione Iulm Milano - 110 e Lode

October 2010-March 2013

The study plan includes courses covering the following fundamental themes:

- branding and consumer behaviour
- company strategy and marketing
- sociology and psychology
- communication strategies and techniques
- economics and brand law
- theories and methods of quality-quantity analysis of consumption

Social Media Lab – high level training workshop

November 2012 – July 2012

Marketing; Web marketing; Social media marketing, Study of consumer and web conversation behaviour; data analysis

Bachelor's degree in Communication and Media Studies, 108/110

October 2006– March 2010

It provides with in-depth skills in the communication field, with reference to its many contexts - historical, aesthetic, legal, linguistic and contemporary semiotics - in a socio-economic perspective linked to what is happening in new media and the recent digital revolution.

Liceo Linguistico "Giovanni Cotta" Legnago (Verona) 98/100

Languages

Italian -> mother tongue
English -> written and spoken very good
Spanish -> written and spoken good
German -> school knowledge
French -> basic knowledge

Computer Skills

Email, Social Media, and Blogging
Word Processing: Creating content for documents, posters, and slide presentations including basic Graphic editing.
Spreadsheet (Excel or numbers)
Use of Windows, Mac OSX
Music, Video and Photo editing programs
Content Management (including use of more common CMS)
Basic HTML



IWAS POWERCHAIR HOCKEY
13th SPORT CONGRESS



1. October 2018
Lignano Sabiadoro, Italy

NOMINATION FORM

To be returned by email to:
Email: ceo@iwasf.com with cc to: office@powerchairhockey.org
by deadline date **15th June 2018**

Name: Anna Rossi

Address: Piazza San Giuseppe 14/11
20162 Milano

Country: Italy

Phone: +39 3315994494

Fax: _____

Email: anna.rossi87@gmail.com

IWAS PCH Nominees
Undertaking signed
Portrait photo attached
Curriculum Vitae attached

Nominated for the position as:

- Chairman Competition Officer Development Officer
 Technical Officer Secretary Communications Officer
 Marketing and Fundraising Officer

Name of IWAS Member Organisation supporting the nomination:

Federazione Italiana Wheelchair Hockey (FIWH)

Name and signature of President or Secretary General of IWAS Member Organisation confirming the nomination:

Name: ANTONIO SPINELLI Position: PRE SIDENT
fiwh

Signature: _____

Note:





UNDERTAKING

By signing this Undertaking, I confirm my commitment to abide by the principles set out and referred to below:

1. General Obligations

- 1.1 I understand and accept that, as a representative or a member of an official IWAS organ (or as someone standing for election to an IWAS organ*), I am a member of the IWAS family and the Paralympic movement. I agree to be bound by the IWAS Memorandum and Articles of Association (Constitution) and to all regulations adopted by the IWAS.
- 1.2 I confirm my commitment to the IWAS Family ethos and I undertake to endorse and support the Vision, Mission and Strategic Plan of IWAS in a spirit of "unity, friendship and sportsmanship".
- 1.3 I acknowledge and agree that while I am carrying out any function for or on behalf of IWAS, I will put the interests of IWAS first and will avoid any situation where my own interests conflict with those of IWAS.

2. Code of Ethics

I have read, understood and will comply with the IWAS Code of Ethics (available from IWAS HQ or from the IWAS Website)

3. Specific Obligations

In addition to the obligations set out in the IWAS Code of Ethics and other IWAS regulations, I undertake to:

- i) comply with regulations or decisions as approved by the IWAS organ of which I am a member, representative or candidate for election
- ii) attend all formal meetings and events scheduled by the relevant IWAS organ, except where I am prevented from doing so due to reasons beyond my control, in which case I shall justify any non-attendance to the IWAS organ as requested; furthermore I
- iii) acknowledge and accept that English is the official language of IWAS

International Wheelchair & Amputee Sport (IWAS),
Buckinghamshire College Group, Aylesbury Campus, Oxford Road,
Aylesbury, Buckinghamshire, HP21 8PD, United Kingdom

Contact
+44 (0)1296 780212
office@iwasf.com

VAT Number GB596 2847 84

Registered Charity No. 1011552
Limited Company by Guarantee in England and Wales No. 2713410

iwasf.com

Anna Poni



4. Conflict of Interest

I confirm that I have read and understand the relevant Section within the IWAS Code of Ethics, entitled "*Conflicts of Interest*". I undertake to respect and comply with the obligations contained therein.

5. IWAS Assets and Information

I understand that, in the performance of my IWAS duties, I may create, use or be provided with access to IWAS property, records and/or data. I undertake to safeguard the use of such property, records and data in the proper discharge of my function as an IWAS official. The ownership of this information and the related materials remains at all times with IWAS and must be delivered up to IWAS upon direction of an authorised representative of IWAS.

6. Intellectual Property Rights

6.1 I agree that all intellectual property rights (including copyright, registered and unregistered trademarks, registered and unregistered design rights, database rights and rights in know-how) in materials that have been created by me in my capacity as an IWAS official become the exclusive property of IWAS.

6.2 I assign all present and future rights (including copyright and other intellectual property rights) in any documents, designs, concepts, databases or other materials created by me for or on behalf of IWAS or in the course of my involvement in IWAS. I also waive all rights of authorship and other so-called "moral rights" in and to such materials. I undertake to promptly execute any further documents that may be necessary to formalise this assignment of rights as may be requested by the relevant authority of IWAS.

6.3 IWAS will provide an appropriate credit to individuals who create relevant materials on behalf of IWAS.

7. Gifts, Gratuities & Prizes

7.1 I confirm that I have read, understand and will adhere to the obligations outlined in the relevant Section within the IWAS Code of Ethics, entitled "*Gifts, Gratuities and Prizes*"

7.2 I will also comply with IWAS policies as may be in force from time to time in relation to sums paid and received as "*Per diem*" and/or "*Honorarium*" payments.



8. General

I understand that the operations of IWAS are run from the registered Headquarters based at Stoke Mandeville and accept that there are statutory laws and regulations governing Trustees, Directors, finance, staffing, data protection and statutory filing that must be adhered to. Advice in this regard is provided by the Executive Management Committee.

8.1 I further understand that:

- i) any exception to any of these principles must be reported immediately to the IWAS Executive Management Committee and/or the IWAS Executive Board
- ii) if an exception to these principles affects a proposed transaction, that exception must be approved by the Executive Board on independent legal advice before proceeding with the relevant transaction
- iii) failure to comply with these principles will not only be a violation of the IWAS policies, but may also be illegal and could result in civil or criminal liability on my part and;
- iv) any infringement may be subject to further investigation which may lead to sanctions being imposed in accordance with relevant internal regulations and/or Code of Ethics and may eventually lead to the termination of membership, representation, and/or official function on behalf of IWAS

*Body within IWAS (e.g. committee, subcommittee or commission)

CANDIDATE FOR ELECTION TO IWAS POWERCHAIR HOCKEY EXECUTIVE COMMITTEE

Surname (Family name) : Rossi

First name: Anna

Signature:

Anna Rossi

Date:

31/05/2018