

# Manuela Mancini

HR & Business Operations Coordinator |

International Enviroments



## CONTACT INFORMATION

Nationality: Italian

📍 Italy / Moving to Beirut , Lebanon

📞 + 39 3385693851

✉️ [mancinimanuela99@gmail.com](mailto:mancinimanuela99@gmail.com)

LinkedIn

<https://www.linkedin.com/in/manuelamancini71223>

## HARD SKILLS

- **OPERATIONS & PROJECT SUPPORT:** BUSINESS OPERATIONS, PROCESS COORDINATION, DOCUMENT CONTROL.
- **DATA & REPORTING:** DATA ANALYSIS, EXCEL REPORTING, OPERATIONAL TRACKING.
- **CORPORATE & HR SERVICES:** STAKEHOLDER COMMUNICATION, CROSS-CULTURAL MANAGEMENT, OFFICE ADMINISTRATION.
- **SOFTWARE & TOOLS:** MICROSOFT OFFICE SUITE

## PROFESSIONAL EXPERIENCE

**Lucente Mario S.p.A.**

**Business Operations Support | January 2026 – June 2026**

*Corporate enterprise operating in partnership with major national utilities and energy networks.*

- **Project Coordination:** Coordinated day-to-day operational workflows and business documentation, ensuring strict compliance with corporate timelines and quality standards.
- **Data Management:** Maintained advanced Excel trackers and operational reports to monitor project milestones, resource allocation, and team deadlines (MOS Certified).
- **Stakeholder Engagement:** Facilitated communication and information flow between internal cross-functional teams and external corporate partners.
- **Process Support:** Managed document control systems, streamlining data retrieval and contributing to overall operational efficiency.

## PROFESSIONAL SUMMARY

Business Operations & HR professional with an M.Sc. in Human Resources Management and a Bachelor's Degree in Political Science & International Relations. Experienced in coordinating operational workflows, managing corporate documentation, and streamlining stakeholder communication within structured, high-compliance environments. Possesses strong analytical skills and advanced data tracking capabilities (MOS Certified). Adept at navigating cross-cultural workplaces and highly motivated to contribute to international operations. Fully available for relocation.

(MOS CERTIFIED: EXCEL,  
WORD, POWERPOINT,  
OUTLOOK).

---

## EDUCATION

### **Master in Human Resources Management**

Radar Academy – School of Management

2024 – 2025

### **Bachelor's Degree in Political Science and International Relations**

Università Mercatorum

2021 – 2024

---

## LANGUAGES

**Italian:** NATIVE SPEAKER

**English:** C1 Level



Fluent / Full Professional Proficiency

**Arabic:** A1



Beginner / Currently Learning

**Spanish:** A2 Level



Basic Proficiency

---

## CERTIFICATIONS

**Microsoft Office Specialist (MOS) – Full Suite Certification**  
**(Excel, Word, PowerPoint, Outlook) | [ Years of acquisition**

2024 – 2025]

---