



# Sara Biffi

PhD MSc BSc CArch

## Senior Architect - Project Manager

### ADDITIONAL EXPERIENCE

Phone IT +39 338 408 0353 - CN +86 187 21063227

E-mail: [biffi.sara@alice.it](mailto:biffi.sara@alice.it)

Address: Italy, 20131 Milan, Giovanni Paisiello 3

Skype: sara.biffi00

### PERSONAL

Self-motivated

Open-minded

Clear Communicator

Team Player

### QUALIFICATIONS

#### Visiting Lecturer in

Construction Drawings and

Urban Design

Milan Polytechnic, Italy

2007 – 2013

#### PhD Architecture in

Architectural Composition

Milan Polytechnic, Italy

2002 – 2005

Honours

#### MSc Architecture

Milan Polytechnic, Italy

1996 – 2000

Honours

#### BSc Architecture

Milan Polytechnic, Italy

1992 – 1996

Honours

### LANGUAGES

Italian (native speaker)

English (intermediate level)

### OTHER

DOB: 11 Dec 1973

Nationality: Italian

Driving Licence: Yes

### CONTACTS

Tel. IT: +39 338 408 0353

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Skype: sara.biffi00

### • PERSONAL PROFILE

*Looking back, I can say that I am a woman rarely satisfied for more than a short period of time about the status I have reached, always engaged in a continuos quest for personal improvement, that goes beyond the job achievements paramount.*

*All this has always been done with no compromises on what are my personal beliefs and pillars: before being a good Architect, you must be an excellent woman; be never extreme, be open to listen, understand and change.*

### • PROFESSIONAL QUALIFICATION

Member of the Order of Architects , Milan – cat.A n.14107 (from 15.01.2004)

HSE – Safety and Security Coordinator Design and Construction phases – Italian Law 81/08

### • EDUCATION & TRAINING

#### • PhD

##### 2002-2005 Architectural Composition

Department of Architecture Design, Faculty of Architecture, Polytechnic University of Milan

grade: Honours and publication

#### • MASTER ARCHITECTURE

##### 1996-2000 Architecture

Faculty of Architecture, Polytechnic University of Milan, Italy

Design of new IUAV Building, Venice, Italy

grade: Honours 100/100

#### • BACHELOR DEGREE ARCHITECTURE

##### 1992-1996 Architecture

Faculty of Architecture, Polytechnic University of Milan, Italy

#### • DIPLOMA ART

##### 1988-1992 Art school

Secondary School - Umberto Boccioni, Milan, Italy

### • PROFESSIONAL COURSES

• 2015-16 BIM Building Information Modelling - AUTODESK - Revit

• 2015 LANDSCAPE DESIGN & GREEN AREA APPLIED ON BUILDING, Milan, Italy

• 2015 SAFETY and SECURITY COORDINATOR (Italian Law 81/08), Milan, Italy

• 2013 BASIC COURSE OF PROJECT MANAGEMENT, eng.S.Tonchia, University Udine, Italy

• 2009 AUTODESK – Autocad 3d

• 2002 INTERNATIONAL WORKSHOP OF ARCHITECTURE AND LANDSCAPE “Land and city on Ticino valley”, Vigevano, PV, Italy

• 2000 INTERNATIONAL WORKSHOP OF ARCHITECTURE AND LANDSCAPE “From city by country - Lisbon – Evora”, Portugal

• 1995 INTERNATIONAL WORKSHOP OF ARCHITECTURE, Santa Chiara Center, AR, Italy



#### • PROFESSIONAL EXPERIENCES – SELECTED WORKS

nov.2017 – current

**BUSSOLA & RALPH (Co.Ltd) CHINA – Project Management dpt. – HIGH-END INTERIORS**

**68 Chaofu Road, Jiu Ting Town, Song Jiang District, 201615 Shanghai, China**

**Company as General Contractor in Millwork Installation and TK in Luxury and Fashion brand**

*I am currently in charge to follow all activities related a develop of Concept brand for New opening and Refitting of Flagship, Store, Pop-up of Main brands in Luxury fashion field with focus in Asian and North America's market. I develop the relations with Client, Local Client on site, General Contractor and our Internal departments of Engineering, Purchasing, Production and Logistic.*

*My results expected every day are respect the timing schedule and Cost control of the project.*



LVMH Group – GIVENCHY, Paris – France

LVMH Group – MARC JACOBS, Paris – France

BALLY – Switzerland

sqm: various

amount works: various



nov.2008 – 2017 (permanent assignment)

**DBA PROGETTI Spa – Milan, Italy**

**Company of Engineering and Architecture, Project Management**

Assignment in Real Estate Sector about service of Design Fit Out and Restyling Brand of Headquarters Offices, Building, Project and Construction Management

**ENI Servizi - Requalification of Business Offices Building**

**ENI UK - Edinburgh, Grangemouth, Scotland - New Building and external green and park area**

- Preliminary Design, Permission Planning Consent – Building Warrant, Construction Design – Shop Drawings

sqm: 2000

Amount works: 3.000.000 €

*During this period I have been a Project Manager at the customer and coordinated the design activities. I also managed relationships with UK professionals involved in the Acquisition Permission and Building Licensing process. In the meantime I raised several steps in the organizational hierarchy, arriving to be appointed as senior manager, besides having direct control on a limited number of internal resources.*



nov.2016 – apr.2017 (consulting)

Consulting in behalf of **PERMATEELISA GROUP Spa – Contract and Interiors**

**CITYRINGEN METROCOP – AF Architectural Finishes – Metrocop New Stations of Metro 3, Copenhagen, Denmark DK**

Site Design Coordinator – Architectural Finishes Station

*During this period I coordinated the two-diligence work at the Salini Impregilo - General Contractor construction sites in Copenhagen. The activity was aimed at verifying the real conditions on site for the formulation of the Economic and Technical Tender.*

apr. 2017 – oct.2017

**AZERPOST – Baku, Azerbaijan**

Requalification Façade and Energy eff. Building - Preliminary Design

sqm: 4200

amount works: 12.000.000 €

*During this period I have been a Designer and Project Manager of the activities related the requalification of building. I managed the relationship with the technician of customer in Baku and coordinated all the design activities in DBA and manufacture's supplier.*

dic.2013 – June 2015 – professional assignment direct 22/14

**PERMATEELISA GROUP Spa – Interior Division – Contract and Interiors**





Permasteelisa Branch Office on the Republic of Azerbaijan

Site Design Manager – Interior installation

### **SOCAR TOWER – New management Office of the state oil Company of the Azerbaijan**

Baku – Azerbaijan

Design and Construction - Public area e Vip area Socar Tower Project

sqm: 13.500 mq

amount works: 25.000.000 €

*During this period I played a coordinating role in the design activities between the Engineering office on site and the Engineering dpt. Design office in Italy. I also supported the Management - Italia by participating on-site at meeting coordination with General Contractor and Client.*

nov.2008-2015

*In the first years in DBA I was in charge to provide to technical office. I have contributed to the development of Retail and Real Estate Business Unit with the acquisition of new assignments and the confirmation of orders in the field of activities. I have managed the technical design and construction activities. I started acting as a junior Project Manager, initially without direct internal resources with no control of budget and no parts in the sales process.*

### **FASTWEB REAL ESTATE – New Layout and Design - general building service**

Assignment in Real Estate Sector about service of Design and Restyling Brand of Headquarters

### **FWB Headquarters Office Genova, Historical Building**

Preliminary Design, Shop Drawings, Project Management – Design Management Works Director, Construction Management

sqm: 900

amount works: 5.000.000 €

### **BNL-BNP Paribas – REAL ESTATE**

#### **Requalification of Headquarters in Rome, Italy**

Project in the area of Curtyard “Quadrato” refitting of Interior workspaces

Preliminary Design, Feasibility Study

### **DESIGN COMPETITION – Senior Architect**

Technical support at DBA Department of Tender and Design Competition

### **2015 International design Competition, Requalification public spaces and Library, VA, Italy**

with Arch. Mauro Galantino - DBA Project coordination team

Urban, Architectural and Landscape Design

2015 – 1st prize international tender

### **2013 Concept Masterplan of New Industrial Park, Erbil,Kurdistan**

with Arch. Mauro Galantino - DBA Project coordination team

Urban, Architectural and Landscape Design

### **2012 International design Competition of Masterplan - Sailing Center, Ile Asinara, SS, Italy**

DBA Project Team

Urban, Architectural and Landscape Design - Management

### **2012 International Design Competition - New Residential Towers, Park - Citylife Area, Milan**

with Arch. Mauro Galantino - DBA Project coordination team

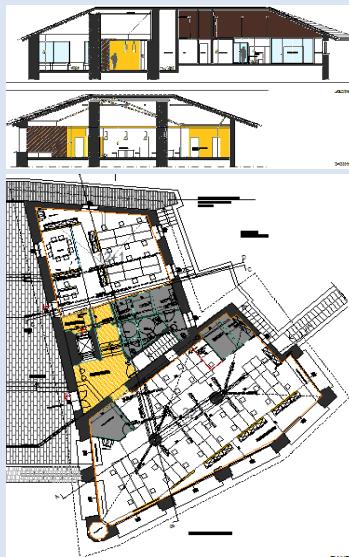
Urban, Architectural and Landscape Design

### **2011 International Design Competition – New Ceremony and Congress Palace, Riyad**

with Arch. Mauro Galantino - DBA Project coordination team

Urban, Architectural and Landscape Design

### **2008 International design Competition by invitation – Hotel, Offices and Carpark, VE,Italy**





with Arch. Mauro Galantino - DBA Project coordination team  
Urban, Architectural and Landscape Design - Management  
2008 – 1st prize international tender  
2009-11 Preliminary, Final and Design of Construction



jun. 2006 – oct.2008

**REDIL.CO.GE Building Company – REDILCO GROUP** (permanent assignment)  
Technical Offices – Architect senior – Designer senior – Architecture, Interiors, Landscape  
Support to Works Director of installation and construction  
Preliminary Design, Final, Construction drawings

*The experience made in a Construction Company allowed me to acquire technical knowledge of the construction site. My activities in the technical office were closely related to the development of construction site details. I have worked with some Project designers, subcontractors and service providers.*

**2008 Requalification Landscape and Architecture of Area Ex Factory Pomini, Castellanza-Marnate-Olgiate, VA, Italy**

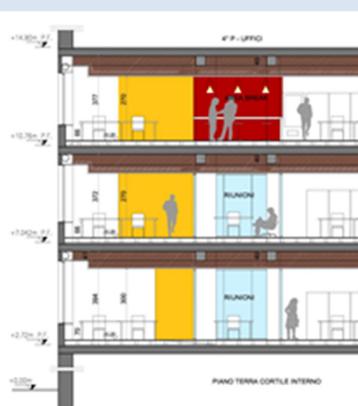
**2007 Urban Plan and Requalification of Area Ex Factory Pomini, for New Office Building, Castellanza-Marnate-Olgiate, VA, Italy**

Co-Designer with arch.G.Passoni

**2008 Requalification Architecture of Ex Factory L'Oreal for new Office Building, Milan, Italy**  
Technical Responsible – Design Manager

**2007 Requalification Architecture of Ex factory Kodak for New Office Building, Milan, Italy**  
Technical Responsible – Design Manager

**2007 New Headquarter Siemens, Castellanza-Marnate-Olgiate (VA), Italy**  
Technical Responsible with arch. G.Passoni – Assistant Designer



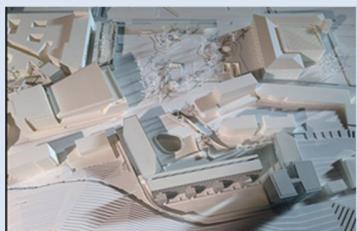
Jan.1997-jun.2006

*I spent my first years in professional Architecture and Design studies, with fortune to met the important firms of Architecture in Italy. My role as junior architect consisted in the development of project in team coordinated by senior designers. Graphics representation techniques and design concept development results achieved.*

jan. 2005 – jun. 2006 - freelance collaboration with:

**Architecture and Design Office MATTEO THUN & partners, Milan, Italy**

**Architecture and Engineering Company ARCOASSOCIATI srl , Milan, Italy**



**2006 PIRELLI Real Estate, Masterplan of a new satellite town, VA, Italy**

Preliminary Design, Functional Layout, Final, Design

**2006 Private Investor, Masterplan for new residential in Lezzeno, CO, Italy**

Preliminary Design, Functional Layout, Final, Design

**2006 Municipality of Cortenuova, Competition of a new sport center, BG, Italy**

Preliminary Layout [award]

**2005 Municipality of Liscate, New Center activities public, Liscate, Milan, Italy**

Preliminary Design, Final, Construction drawings

assistance Work Director in Construction phase



2001 – 2004 (permanent assignment)

**LUCA SCACCHETTI Architect – Architecture and Design Office, Milan**

Architect junior

Preliminary Design, Shop Drawing, Architectural Competition



**2003 Private Client, Residential Building and green public area in Milan, Italy**

Preliminary, Final Design, Construction Drawings, Tender Documents

**2002 Municipality of Caserta, Invitation Competition of preliminary Design of New City Hall in area ex-Macrico, Caserta, NA**



Preliminary Landscape and architectural design, functional Layout

**2002 Municipality of Cesano Maderno, Competition of Design Landscape and public place in old town, Cesano Maderno, Milan, Italy**

Preliminary Landscape and architectural design, Urban mobility

**2001 EXPO 2010 Shanghai, International Design Competition Expo 2010, Shanghai, PRC**

Preliminary landscape and architectural design and functional Layout [Award]



**2001 PUIJIANG district Shanghai, International Design Competition Urban Planning and Landscape design Town of new city of Puijang, Shanghai, PRC**

Preliminary landscape and architectural design and functional Layout [II prize]

**2001 CEI, Invitation Competition of preliminary Design of New Church in Modena, Italy**

Preliminary design and functional Layout

1997 – 2000 (permanent assignment)

**ALDO ROSSI ASSOCIATES Architect – Architecture and Design Office, Milan**

Architect junior

Preliminary Design, Architectural Competition

**2001 Municipality of Bologna, International Design Competition of New University Building Faculty of Chemistry and Astronomy, Bologna, Italy**

Preliminary design and functional Layout

**2001 Private Client, NH HOTEL New Hotel in Fontana place, Milan, Italy**

Preliminary, Final Design, Assistance to construction

**1999 Municipality of Zurich, International Design Competition for new Airport Zurich, CH**

Preliminary design and functional Layout

**1999 Municipality of Bolzano, International Competition of New Building Office Headquarters I.P.E.A.A., Bolzano, Italy**

Preliminary design and functional Layout

**1999 Private Client, Requalification historical area of Monteruzzo Castle, C.Olona VA, Italy**

Preliminary, Final Design

**1999 MILANO SPORT spa, Preliminary Design of requalification of Stadium in Milano, Italy**

Preliminary design and functional Layout

**1998 Municipality of Leuven, International Design Competition of requalification area Philips site, Leuven, Belgium**

Preliminary design and functional Layout

**1998 NEW ART MODERN GALLERY, Requalification building and area ex-Forno del Pane, Bologna, Italy**

Preliminary, Final design, Construction Drawings, Assistance to Construction

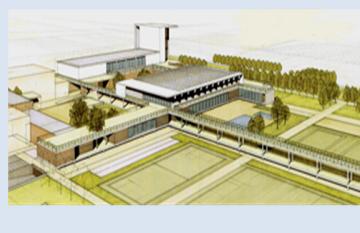
**1998 NEW MUSEUM OF HISTORY, Borgoricco, Vicenza, Italy**

Preliminary, Final design and functional Layout, Construction Drawings

**1998 POLITECNICO University of Milano, International Invitation Design Competition of new Site of Polytechnic University of Milano in area Bovisa, Milan, Italy**

Preliminary design and functional Layout[award]

**1997 DAMS, Requalification building and area ex-Macelio, Bologna, Italy**





Preliminary, Final design and functional Layout, Construction Drawings, Assistance to construction

from 2003-today

#### **PROFESSIONAL SIGNIFICANT EXPERIENCE as Freelance Professional – Temporary Associates**



#### **2012 Private Client, Requalification Laboratory - Center social-educational in Milan, Italy**

Preliminary, Final Design, Construction Drawings, Tender Documents , Work Direction

#### **2008 Redilco Group Milan, Requalification Area and Architecture of Ex factory for New Office Building in Bresso (MI), Italy**

Preliminary Design, functional Layout

Project - Design Management e Project Control Assistance Project / Construction Manager

#### **2008 Private Client, Consulting and Preliminary Design for a Fitness Centre in Piacenza, Italy**

Preliminary Design – Interiors – Contractual and Tender documents, Art Supervisor

#### **2007 Private Client, Apartment renovation project in Milan, 9 Giacinti, Italy**

with arch.E.Panzeri, Milan, Preliminary, Final, Construction Design

#### **2007 Municipality of Pagazzano, Consulting of Planning public space and Architecture of new Residential Building in front of Medieval Castle of town, BG, Italy**

with arch.E.Panzeri, Milan, Preliminary, Final design. Art Director

#### **2006 Municipality of Arluno, Competition of Requalification e Restyling of City Hall with Library, cultural spaces, auditorium in Arluno, Milan, Italy**

Preliminary Design, Functional Layout

#### **2006 Municipality of Pagazzano, Competition of Requalification Public spaces in front of Medieval Castle of town, Pagazzano, Bergamo, Italy**

Preliminary Design, Functional Layout [First Prize]

#### **2004 Private Client, Requalification of Cascina Concorezzo, Lacchiarella, Milan, Italy**

with arch. Chiara Negri, Milan, Preliminary Design, Final design

#### **• PERSONAL SKILLS**

##### **Communications Skills**

Excellent communication and interpersonal skills in the Scope of Work with the public and private clients. Experiences also with investments in education as a speaker in academia and university.

Previous experience teaching with modules dedicated at Polytechnic University of Milan.

##### **Professionals Skills**

Good knowledge of the processes within the Technical Reference Architecture and Interiors project, Landscape and Urban masterplan, Project Management, Construction Management.

##### **Computer Skills**

WORKS - PLANINNG: Office Excel,Word,PowerPoint,Outlook,Microsoft Project, EN Project

SOFTWARE DESIGN: BIM Autodesk Revit – Autocad 2D 3D

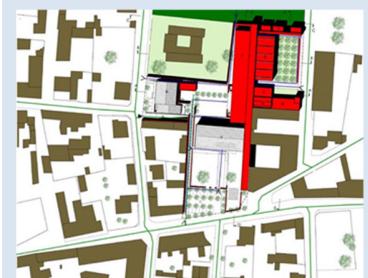
SOFTWARE GRAPHIC DESIGN: Photoshop, Adobe Illustrator, X-Press

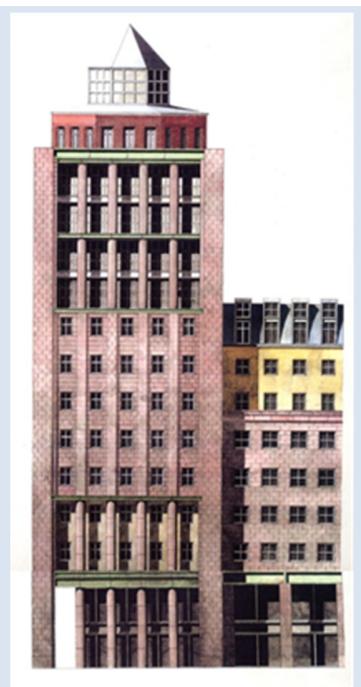
Language

Italian

COMPREHENSION		SPEAK		WRITE
listen	read	reaction	speak	
B2	B2	B2	B2	B2

Levels: A1/2 Basic level - B1/2 intermediate level - C1/2 advanced





- **TEACHING AND RESEARCH**

2007-2013 **Professor with private contract**

**Polytechnic University of Milan – Faculty Architecture**

Urban Design (2009-12)

Building Design – Construction Drawings (2007-09)

2004 – Co-Curator of Exhibition “Aldo Favini. Architecture and engineering work”

Polytechnic University of Milan, Department of Architecture Planning and  
Department of Structural Engineering

2001 – MURST Research “The theory of architecture as the foundation of the discipline  
of the project. The School of Milan”.

Head of research: prof. Antonio Monestiroli – Polytechnic University of Milan

2000 – CNR Research – Ministry of Environment “Photovoltaico integrated in Architecture”  
Head of research: prof. Luciano Semerani – IUAV Venice

2000 - Hotel and Contract. Advanced course for professionals and operated,  
by Polytechnic University of Milan, faculty of Design, relator "Technologies and Materials"

- **AWARDS**

1st Prize | DBA Project – Mauro Galantino architect | 2015

Project: **Requalification Public spaces, Library**-International Design Competition, VA, Italy  
Award | DBA Project | 2013

Project: **New Sailing Center in Asinara Ile** - International Design Competition, Sassari, Italy  
1st Prize | Sara Biffi architect | 2006

Project: **Requalification Public spaces in front of Medieval castel of town** – Design  
Competition, Pagazzano, Bergamo, Italy

Award | Arco Associati | 2006

Project: **New complex of sport and Civic activites center**, Cortenuova, Design Competition  
Bergamo, Italy

2nd Prize | Luca Scacchetti architect | 2001

Project: **Design of new city - Puijan** - International Design Competition Urban Planning and  
Landscape design, Shanghai, PRC

1st Prize | Luca Scacchetti architect | 2001

Project: **Requalification Landcaspe design and public place in old city of Cesano Maderno**  
Design Competition, Milan, Italy

2nd Prize | Luca Scacchetti architect | 2001

Project: **International Design Competition of EXPO 2010**, Municipality of Shanghai, PRC  
Award | Aldo Rossi Associates | 2000

Project: **New Buildings of the Faculty of Chemistry and Astronomy University of Bologna** -  
International Design Competition, Bologna, Italy

Award | Aldo Rossi Associates | 1998

Project: **New Site of Polytechnic University of Milano in Bovisa area** - International  
Invitation Design Competition, Milan, Italy

- **KEY WORDS**

Ideas Development and Client Liaison | Contract and Tender Preparation |  
Negotiating and Cost Control | Material Selections | Developing work methods |  
Detailing and Drafting | Sketching | Presentation |

- **INTEREST & HOBBIES**

Interior Design and Architecture, Painting, Reading, Theatre, Running, Swimming.  
*Agree ex art. 13 D.Lgs. 196/03*

Agree  
Milano 10 May 2018

Not agree  
Sign