



Ottavia Carlon

● WORK EXPERIENCE

02/01/2023 – CURRENT Venice, Italy

SCIENCE OUTREACH MANAGER EURO-MEDITERRANEAN CENTER ON CLIMATE CHANGE (CMCC)

- Writing and submitting proposals for science communication projects at the EU level
- Coordinator of communication, dissemination and outreach activities (WP leader) for several European research projects on climate change (Horizon2020, Horizon Europe, Interreg Italy-Croatia Cooperation Programme)
- Design and implementation of innovative strategies, tools and platforms to spread climate awareness and literacy among different audiences
- Manager and multimedia content producer of the IPCC Focal Point for Italy web platform (Wordpress)
- **Skills:** Science Outreach · Climate change communication · Research Dissemination · SEO Copywriting · Research · Project Management · Storytelling · Science Communication

29/10/2018 – 21/12/2022 Venice, Italy

COMMUNICATIONS OFFICER EURO-MEDITERRANEAN CENTER ON CLIMATE CHANGE (CMCC)

- Coordinator of CMCC webinars series and virtual events (organization and promotional activities)
- Multimedia content producer and editor for IPCC Focal Point for Italy web platform (Wordpress)
- Coordinator of communication activities (WP leader) for several European research projects (Horizon2020 Programme)
- Events organization and communication activities for the European Topic Center for Climate Change Adaptation (ETC/CCA) of the European Environment Agency
- Outreach and networking: focal point for EAERE
- CMCC@Ca'Foscari: coordination of graphic project creation for Master in Science and Management of Climate Change promotional material
- **Skills:** Social Media Management · Project Management · Communication · Web Content Writing · Science Communication · Event Management

01/2019 – CURRENT Venice, Italy

COMMUNICATIONS MANAGER EUROPEAN ASSOCIATION OF ENVIRONMENTAL AND RESOURCE ECONOMISTS (EAERE)

- Web multimedia content producer and backend editor (WordPress)
- Social Media manager
- Stakeholders relations manager for communication and outreach matters
- Video editing
- Drafts and publishes policy news on website and monthly newsletter
- Press office
- Interviews to senior environmental economists for Association's quarterly Magazine
- **Skills:** Social Media Management · Stakeholder Management · Web Content Writing · Video Editing

07/2018 – 11/2018 Copenhagen, Denmark

COMMUNICATIONS CONSULTANT EUROPEAN ENVIRONMENT AGENCY

- Media, PR & Outreach: Analysis of institutional and media uptake of EEA outputs
- Citizen service: EEA public enquiries management (EEA Forum and e-mails)
- Editorial tasks: Partake in creation and publication of "Signals - Water is life" Report

- Project management: Support to "WaterPix" photo competition and "I Live Green" video competition management
- Research: research on historical documents relevant to the EEA since its foundation up to this day for the preparation of Agency's 25th Anniversary Timeline
- **Skills:** Research · Public Relations · Project Management · Stakeholder Engagement · Web Content Writing

03/2018 – 07/2018 Copenhagen, Denmark

EUROPEAN COMMISSION BLUE BOOK TRAINEE EUROPEAN ENVIRONMENT AGENCY

- Citizen service: management of EEA public enquiries (EEA Forum and e-mails)
- Project management: proposed, designed and performed a Social Network Analysis (SNA) on EEA work units to assess internal communication levels
- Data analysis: analysis and representation of the data collected through Cytoscape visualization software
- Media, Social Media and Outreach: Analysis of institutional and media uptake of EEA outputs; support setting up Facebook Live conversations with experts
- Research: inputs for "Signals - Water is life" Report on climate change and the environment
- Editorial tasks: support in layout creation for "Signals - Water is life" Report ; video selection for "I Live Green" competition
- Coordination/management: internal library service
- **Skills:** Research · Project Management · Stakeholder Engagement · Data Analysis · Writing

11/2017 – 02/2018 Milan, Italy

JOURNALIST COLLABORIAMO

Collaboriamo [website](#)

- Design and production of interviews to Italian experts in sharing economy topics
- Articles draft and publication
- Facilitation: distillation of complex information to make it accessible to a wider public
- **Skills:** Interpersonal Skills · Writing

10/2016 – 02/2018 Milan, Italy

RESEARCHER/PROJECT DESIGNER ENI ENRICO MATTEI FOUNDATION (FEEM)

[Milano Sei l'Altro Project](#) on social innovation and community welfare.

- Monitoring and Evaluation Coordinator
- Project management/facilitation: support to profit and not-for-profit entities in the co-design of community welfare services through tailored communication and personalized support
- Communication: project presentations to stakeholders, preparation of graphic material for online and offline use
- Research: comparative analysis on welfare systems
- **Skills:** Monitoring and Evaluation · Research · Project Management · Communication

08/2016 – 10/2016 Venice, Italy

COMMUNICATIONS INTERN GLOBAL CAMPUS OF HUMAN RIGHTS

- PR & Outreach: management and enlargement of stakeholders and partners contacts database through ad hoc invitations to selected institutions
- Social media management: development of multimedia messages for social media channels; support to the creation of Facebook advertisement campaigns; management of Google+ page; management of Twitter profile and analytics; social media live coverage at organized events
- **Skills:** Social Media Management · Public Relations · Stakeholder Engagement · Web Content Writing

07/2015 – 01/2016

RESEARCHER INTERN EURO-MEDITERRANEAN CENTER ON CLIMATE CHANGE (CMCC)

[TABASCO project](#) (Adaptación en humedales costeros del Golfo de México ante los impactos del cambio climático, 2011–2016): five-year project on adaptation to climate change in high risk areas financed by the World Bank.

- Research: current adaptation policies in Mexico - national and local levels (Tabasco region)
- Project management: design and production of Social Network Analysis (SNA) on Mexican governmental institutions involved in environmental policies
- Data analysis and graphic representation through NodeXL software
- Reporting: contribution to project Final Report for the World Bank (in Spanish language)
- **Skills:** Research · Project Management · Data Analysis · Writing

● EDUCATION AND TRAINING

09/2013 – 03/2016 Venice, Italy

MSC IN COMPARATIVE INTERNATIONAL RELATIONS. MARK 110/110 CUM LAUDE Ca' Foscari University of Venice

Thesis title: The Role of Institutions in the Adaptation Discourse: Results from Social Network Analysis in Tabasco, Mexico.- Erasmus+: Universidad de Sevilla (Spagna) 02/2015-06/2015- Overseas Exchange Program: The University of Melbourne (Australia) 07/2014- 12/2014- Venice International University (VIU): 02/2014-06/2014

09/2010 – 07/2013 Venice, Italy

BACHELOR'S DEGREE IN LINGUISTIC AND CULTURAL MEDIATION. MARK 103/110 Ca' Foscari University of Venice

Thesis title: La Fraseología Somática y su Traducción al Italiano.Stage: translator at Zaragoza University (Spain, 9/12 - 12/12)

06/2010 Venice, Italy

CLASSICAL STUDIES Liceo Classico Marco Polo

● LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| SPANISH | C2 | C2 | C2 | C2 | C2 |
| ENGLISH | C1 | C1 | C1 | C1 | C1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● ADDITIONAL INFORMATION

PUBLICATIONS

Publications

"Innovazione per la sostenibilità: un'esperienza di co-design per il welfare comunitario", IRIS Network 2017."Institutional Cooperation in the Adaptation Discourse: Results from Social Network Analysis in Tabasco, Mexico", ICCG 2016.

COMMUNICATION AND ORGANIZATIONAL/MANAGERIAL SKILLS

Communication and organizational/managerial skills

Strong intercultural communication skills gained by working in diverse and multicultural environments. Excellent written and verbal communication skills in Italian, English and Spanish perfected through studying and working abroad. Research, data analysis and management, project management and problem-solving skills gained with the progressively responsible job positions covered. Strong creative mind, self-motivated with a sharp eye for detail, ambitious and strongly committed to deliver and exceed expectations. Affinity and knowledge of sustainable development and environmental issues obtained first by university courses and then by working in the field.

DIGITAL SKILLS

Digital skills

In alphabetical order:

Canva, Cytoscape, Dropbox, G-Suite, Facebook, Google+, Google Analytics, Go-to-Webinar, Go-to-Meeting, Hootsuite, iMovie, Instagram, LinkedIn, Mailchimp, Mailup, Microsoft Office Package, MS Teams, Monday, NodeXL, Skype (and Skype for Business), Trello, Twitonomy, Tweetdeck, Twitter, Youtube, Windows Media Player, Wordpress (and Elementor), Zoom (and Zoom Webinars Add-on).

Proficient in both Mac and Windows operating systems

HTML language: basic
