









WORK EXPERIENCES

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|--------------------------------------|---|
| Date | 24.06.2025 – now |
| Occupation or position held | DIVISION MANAGER |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Oversight of operational, administrative, and financial processes related to the opening and management of research projects, in coordination with Project Managers and Central Services. • Management of Division personnel and HR-related activities, including staffing, contracts, attendance, MBO, disciplinary actions, and business travel. • Support to the Division Director in planning scientific proposals and fundraising strategies, including coordination with the Fundraising Office and oversight of procurement and budgeting. • Coordination of the Division's three-year scientific planning and systematic monitoring of objectives, along with the implementation of networking and dissemination activities. |
| Employer's name |  CMCC Foundation, SOWAS Divison |
| Date | 05.09.2022 - 23.06.2025 |
| Occupation or position held | PROJECT MANAGER |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Responsible for monitoring of tenders, design and drafting of technical bids, preparation of administrative and economic documentation, with regard to institutional events and framework contracts in various sectors • Budgeting planning and preparation of financial project reports • Responsible for reception, protocol and ceremonial procedures, organizational secretariat • Strategic planning developing a comprehensive communication that includes identifying target audiences, determining key messages and establishing communication channels to reach those audiences effectively • On-site event coordination: site inspections, briefings/debriefings with staff/suppliers, day-to-day handling and monitoring of all operational activities, liaising with public authorities and other stakeholders involved |
| Employer's name |  Next Group |
| Date | 18.03.2021 – 30.11.2021 |
| Occupation or position held | LIAISON OFFICERS COORDINATOR |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Screening, training and coordination of the Liaison Officers' Team (up to 70 units). Organization of working days and shifts. Supervising and certifying the accuracy of timesheets • Serving as first point of contact for logistic and organizational matters with Foreign and National Institutions, Embassies and International Organizations. Welcoming and supporting Advance teams during their site inspections • Performing functions of representation, protocol, reception, assistance and follow up of the Delegations participating in the G20 Meetings (15 main events, 11 cities involved) • Ensuring logistic and operational cooperation with public security and airport authorities for the arrival\departure and the stay of the Foreign Delegations |
| Employer's name |  Presidency of the Council of Ministers, Task Force G20 |

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|--------------------------------------|--|---|---|
| Date | 26.01.2019 – 24.12.2019 | | |
| Occupation or position held | PROGRAM ASSISTANT | | |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Managing the relations with the Visa Application Centres (VACs) and the related flows of documents and information • Providing information and assistance to external clients to facilitate their understanding of application processes • Entering and validating information in departmental on-line systems; reviews applications and documents | | |
| Employer's name |  Embassy of Canada in Italy , Migration Department | | |
| Date | 26.08.2015 – 01.07.2018 | | |
| Occupation or position held | EXECUTIVE ASSISTANT OF THE STATE SECRETARY FOR EUROPEAN AFFAIRS | | |
| Main activities and responsibilities | <ul style="list-style-type: none"> • <i>Program</i> – Planning and scheduling official functions, appointments, board meetings, events. Establishing contact and corresponding with national and international institutions, organisations and personalities. Agenda management • <i>Meetings and events</i> - Organizing internal and external meetings and events. Preparing high-quality briefing materials, position papers and responses, taking notes and providing assistance • <i>Support Services</i> - Serving as first point of contact for visitors to the State Secretary office, welcoming guests, coordinating with security and carrying out reception duties. Managing phone calls, messages and transfer calls. Handling accommodation bookings and travel arrangements both local and internationally • <i>Correspondence and Records</i> - Handling and prioritizing all correspondence. Maintaining office records and filing systems | | |
| Employer's name |  Presidency of the Council of Ministers | | |
| Date | 2013 - 2015 | | |
| Occupation or position held | EU PROJECT MANAGER ASSISTANT | | |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Maintaining and monitoring project plan implementation, ensuring conformance with deliverables and milestones • Preparing budget and financial project reports, according to the program requirements • Ensuring coordination with partners and an efficient communication flow within and outside the project | | |
| Employer's name |  University of Bologna |  Bid Committee "European Capital of Culture 2019" |  Aforisma Business School |
| EDUCATION | | | |
| Date | 04.10.2010 __ 16.06.2012 | | |
| Qualification awarded | MASTER IN EUROPEAN STUDIES | | |
| Education organization's name |  LUISS School of Government |  European College of Parma | <u>Joint Master Degree Program</u> |
| Date | 04.10.2010 __ 16.06.2012 | | |
| Qualification awarded | DEGREE IN INTERNATIONAL RELATIONS | | |
| Education organization's name |  University of Bologna | | |

TRAINING

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|------------------------------|---|
| Date | April-August 2013 |
| Training Program | LEONARDO DA VINCI LLP IN EUROPEAN PROJECT MANAGEMENT |
| Training organization's name |  Bursa Craftsman and Tradesman Chambers' Union |
| Date | March-July 2012 |
| Training Program | INTERNSHIP |
| Training organization's name |  European Parliament |

PERSONAL SKILLS

FOREIGN LANGUAGE SKILLS

Mother tongue(s) **Italian**

Other language (s)

English

French

Spanish

European Level (*)

| UNDERSTANDING | | | | SPEAKING | | | | WRITING | |
|---------------|------------------|---------|------------------|--------------------|------------------|-------------------|------------------|---------|------------------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | Writing | |
| C1 | Proficient user | C2 | Proficient user | C1 | Proficient user | C1 | Proficient user | C2 | Proficient user |
| B2 | Independent user | B2 | Independent user | B1 | Independent user | B1 | Independent user | B2 | Independent user |
| B1 | Independent user | B1 | Independent user | B1 | Independent user | B1 | Independent user | A2 | Basic user |

(*) [Common European Framework of Reference for Languages](#)

ORGANISATIONAL AND SOCIAL SKILLS

Strategic and analytical thinking. Strong detail orientation and prioritization skills, with the ability to manage multiple projects and to work well under tight deadlines. Ability to process large amounts of data and information; turning this it into concise and accurate reports. Flexible approach to work (including occasional travel at short notice, weekends and public holidays).

Strong interpersonal and communication skills, diplomacy and confidence in dealing with senior level people. Experience of working in an area with a high level of personal responsibility. Ability to respect the confidentiality of work issues. Self-reliance and autonomy, but also skills needed for teamwork. Ability to work very well with a global and intercultural environment.

Staff Management: Specialized in training and coordination of large staff (including international and multilingual units, up to 70 workers), human resource management, team building.

DIGITAL COMPETENCES

Solid knowledge of Office applications (Word, Power Point, Excel, Outlook) and Microsoft operating systems. Proficiency in using various browsers and in managing social networks [*last certificate earned: MS Excel 2021*]