






ELEONORA DAMIETO

Experience in project management, administrative support, climate change, community engagement, circular economy, sustainable tourism and urban development.

PERSONAL

 **Name**
Eleonora Damieto

 **Email**
eleonoradamieto@gmail.com

 **Date of birth**
20-07-1995

LANGUAGES

Italian ★ ★ ★ ★ ★

English ★ ★ ★ ★ ★

French ★

Spagnolo ★

Norwegian ★

INTERESTS

- Traveling
- Reading & Writing
- Drawing & Painting
- Tambourine Player



WORK EXPERIENCE

- Oct 2022 - Present **Administrative Assistant**
[CMCC - Euro-Mediterranean Centre on Climate Change, Civitavecchia, Lazio, Italy](#)
- Provide comprehensive secretarial, administrative, and financial support to the GOCO – Global Coastal Ocean Division. Responsibilities include overseeing procurement activities, coordinating travel arrangements, reporting for European and national projects, monitoring budget expenditures, managing immigration procedures, and handling residence permit requests in Italy, including renewals and family reunifications.
- Oct 2022 - Present **Community Manager**
[DestinAction, Remote](#)
- Building relationships with professionals and members, both potential and current. Organizing and participating in events to expand our Community and increase its visibility. Staying updated and applying the latest strategies to promote the growth of the Community.
- Sep 2021 - Apr 2022 **Sustainability Manager**
[ForeThinking Srl SB, Bari, Apulia, Italy](#)
- Management Innovation Programs Forethinking Method (Chemical Screening of Materials, Sustainable Procurement, Market Focus and Industrial Design); LCA projects, in particular hotspots environmental products/services, registration EPD system; Customer Relationship Management.
- Jun 2019 - Nov 2019 **Purchase Intern**
[Dana Incorporated, Arco, Trentino, Italy](#)
- Support buyers, purchasing manager, supplier quality engineers and project managers in their day-to-day activities. Prepare purchase orders and keeps track of purchase-related tasks.



EDUCATION AND QUALIFICATIONS

- Sep 2018 - Mar 2022 **Master Degree in Sustainability Management and Tourism**
[University of Trento, Trento, Italy](#)
- Degree Program Highlights:** Environmental Economics, Tourism and Territorial Marketing, Quality Certification Systems, Services Marketing, Statistics, Tourism Law.
- Master's Degree Title:** Circular Economy and Cities: Applications, Policies, Strengths, and Weaknesses (An Overview of Italian Cities)
- Oct 2014 - Feb 2018 **Bachelor Degree in Business Economy with a specialization in Tourism Economy**
[Università degli Studi della Tuscia, Civitavecchia, Italy](#)
- Degree Program Highlights:** Accounting and Taxation, Microeconomics, Macroeconomics, Financial Mathematics, Civil and Public Law, Tourism Entrepreneurship, Tourism Law.

- Aug 2016 - Jun 2017 **Erasmus Student Norway**
[Universitetet i Agder, Kristiansand, Norway](#)
Program Highlights: Entrepreneurship and Innovation, International Business, Hands-on E-business for entrepreneurs, Political Ecology, American and British Culture and History.
- Sep 2009 - Jul 2014 **Secondary School in Tourism Economy**
[Stendhal School, Civitavecchia, Italy](#)
Program Highlights: Tourism Economy, Tourism Geography, Consumer Behaviour, History of Art.



SKILLS

Microsoft Office, Monday.com,
Zucchetti Platform



Blogging Skills



COURSES

- Apr 2023 - Sep 2023 **DestinAction Bootcamp | 2023 Edition**
[DestinAction](#)
Territorial tourism development project dedicated to Taranto, Puglia.
- Jun 2022 - Sep 2022 **DestinAction Bootcamp | 2022 Edition**
[DestinAction](#)
Territorial tourism development project dedicated to Grottaglie, the city of ceramics, located in the Apulia Region.
- Mar 2021 - May 2021 **ECIU University challenge - Circular Economy**
[Kaunas University of Technology, Lithuania](#)
Challenge: transition of Kaunas towards the Circular Economy. The challenge is provided by ECIU (European Consortium of Innovative Universities) that gathers together learners, teachers, and researchers to cooperate with cities and businesses to solve real-life challenges.
- Jan 2020 - Mar 2020 **Edx On-line Essential Tools For The Low Carbon Economy**
[The University of Queensland, Australia](#)
 1. Fundamentals of carbon and climate change policies;
 2. Climate policies worldwide;
 3. Carbon footprinting (Measure);
 4. Carbon abatement (Manage);
 5. Organisational management in the low carbon economy.
- Jun 2019 - Oct 2019 **Edx On-line Sustainable Packaging in a Circular Economy**
[Delft University of Technology, Netherlands](#)
 - How circular design principles can be applied to create 'closed loop' packaging systems;
 - Business strategies that support these systems;
 - Opportunities of designing with renewable, bio-based materials;
 - Best practices through case studies with industry frontrunner.



ADDITIONAL INFORMATION

- Au Pair in Carrick-on-Shannon, Co. Roscommon, Ireland | February 2018 - August 2018
- Plastic Free Odv Onlus Delegate for the city of Civitavecchia