



# Nicoletta Boi

## Contact Details

Email: [nicoletta.boi@cmcc.it](mailto:nicoletta.boi@cmcc.it)

## WORK EXPERIENCE

### SCIENCE COMMUNICATION AND DISSEMINATION SPECIALIST

#### CMCC FOUNDATION - Euro-Mediterranean Centre on Climate Change • October 2024 - Current • Venice

- Updates project websites
- Develops contents based on project activities and related initiatives
- Manages social media channels and creates engaging content to effectively communicate scientific findings to both specialist and non-specialist audiences
- Collaborates with project partners to ensure consistent messaging
- Prepares press releases, and coordinates with media outlets for broader dissemination.
- Contributes to the development of educational resources and participates in public engagement activities to enhance the visibility and impact of the research projects
- Monitors the progress of communication and dissemination activities and writes periodic reports
- Produces photo, audio, and video products

### DIGITAL COMMUNICATION CONSULTANT

#### IFAD - United Nations International Fund for Agricultural Development • March 2021 - October 2024 • 3 years and 6 months Rome

- Supported the planning, development and implementation of social media content strategies and packages for campaigns and daily community management of IFAD's global social media channels
- Produced audio-visual contents & graphic design
- Coordinated the communication plan for missions and high level visits to projects in key countries (video production - profile stories - pictures)
- Organized events, workshops and coordination meetings
- Posting content on IFAD's external and internal web platforms (Intranet, ifad.org)
- Drafted of articles
- Supported with regular updates and ongoing development of the IFAD corporate website on Liferay CMS
- Engaged with stakeholders in key countries around global issues related to IFAD's mandate to strengthen donor recognition and demonstrate the impact of funding
- Scheduled, proofread and check digital content for accuracy and timeliness
- Contributed to the development of content for internal communication campaigns
- Newsletter preparation and distribution
- Assisted with the monitoring and moderation of social media channels
- Supported in digital and social media editorial planning and processes with relevant colleagues managing of IFAD's Arabic, French and Spanish channels
- Monitored key indicators for IFAD's digital efforts and report on performance
- Kept track of activities of other UN agencies and partners, identifying content to be amplified and shared

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## COMMUNICATION ASSISTANT

**IOM - UN Migration • February 2018 - March 2021 • 3 years  
Rome**

- Managed and updated contents for IOM websites
- Produced audio visual contents (videos and graphics)
- Prepared presentations, briefing notes, and summary reports for project meetings, workshops, and training
- Designed and developed social media editorial plans
- Organized events, workshops and coordination meetings with donors, IOM Missions and any other technical meetings with partners (logistical arrangements, preparation of documents)
- Produced articles
- Distributed press statements to media
- Drafted/ translated press releases
- Drafted reports, assessments, leaflets and any visibility material related to various information campaigns
- Designed and implemented social media campaigns and social media contests
- Newsletter preparation and distribution
- Interviewed project beneficiaries and partners
- Timely preparation of reporting and presentation of deliverables to donors
- Organized travel and arranged logistic for staff and beneficiaries

## GENDER DESK

**IFAD - United Nations International Fund for Agricultural  
Development • July 2017 - February 2018 • 7 months  
Rome**

- Researched and organized background information and reference materials from various sources for reports
- Prepared presentations, briefing notes, and summary reports for project meetings, workshops, and training.
- Provided logistical & communication support for the organization of international events
- Translations: Spanish/ English - Portuguese/ English
- Drafted and distributed communications
- Prepared agendas and arranged appointments and meetings related to the project activities and wrote minutes from the meetings
- Maintained up-to-date filing system and appointments diary; kept correspondence calls and queries for the project manager

## PUBLIC INFORMATION INTERN

**UNHCR • January 2017 - July 2017 • 6 months  
Rome**

- Drafted articles, reports and press releases
- Prepared in-house bulletins, newsletters and information kits
- Updated UNHCR website
- Monitored projects' activities and results by producing and disseminating UNHCR monthly PI Reports
- Press review
- Supported logistic for the organization of events, trainings, and press conferences
- Liaised with the fundraising division for the launch and promotion of communication campaigns

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## ACADEMIC PROFILE

### MASTER DEGREE- Human Rights and Multi-level Governance

University of Padova • 2013/ 2016

**Thesis:** Policies for the reduction of the feminization of poverty, the Brazilian case - **Lecturer:** Paola Degani

**Final grade:** 110

### BACHELOR DEGREE- International Relations and Diplomacy

University of Bologna • 2010/ 2013

**Final grade:** 101

## LANGUAGES

**Italian:** Mother tongue

**English:** Excellent

**Spanish:** Good

**Portuguese:** Good

## COMPUTING SKILLS

MS Office (Excel, Word, Power Point), G Suite, Apple Mac operative system, Photoshop, Mailchimp, Adobe Premiere, Wordpress, Liferay, Drupal, Prism software, PeopleSoft.

## OTHER

Excellent communication and interpersonal skills; Result-oriented. Ability to organize work, set priorities and meet deadlines; Good problem-solving skills, excellent initiative, flexibility, adaptation to different situations and needs of the working environment. Proven ability to meet tight deadlines and cope with stressful situation.