

Curriculum vitae

PERSONAL INFORMATION



Ottavia Carlon

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Date of birth 24/01/1992

WORK EXPERIENCE

15/01/2019–Present

Communications Officer

European Association of Environmental and Resource Economists (EAERE), Venice (Italy)

- Stakeholders relations manager
- Social Media manager
- Web designer and web content manager

11/2018–Present

Communications Officer

Euro-Mediterranean Centre for Climate Change (CMCC), Venice (Italy)

- Management of CMCC webinar series
- Outreach and networks manager for Venice HQ
- Internal communication: focal point for Venice HQ
- Interviews to experts for monthly newsletter
- Coordinator of communication activities for H2020 projects CLARA and COACCH
- Management of social media, website and newsletter for both projects

07/2018–11/2018

Communications Consultant

European Environment Agency, Copenhagen (Denmark)

- 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: support in layout creation and infographics translation for Signals 2018 Report
- Project management: "WaterPix" photo competition and "ILiveGreen" video competition database and selection of finalists
- Research: research of normative material relevant to the EEA since its foundation up to today for the EEA 25th Anniversary Timeline

03/2018–07/2018

European Commission Blue Book Trainee

European Environment Agency, Copenhagen (Denmark)

- PR & Outreach: Analysis of institutional and media uptake of EEA outputs
- Project management: design and production of Social Network Analysis (SNA) on EEA staff; maintenance of EEA library
- Data analysis: SNA data analysis through Cytoscape software
- Research: input for Signals 2018 Report - climate change section
- Citizen service: EEA public enquiries management (EEA Forum and e-mails)

11/2017–02/2018

Journalist

Collaboriamo - <http://www.collaboriamo.org/>, Milan (Italy)

- Designed and performed interviews to Italian exponents of the sharing economy
- Drafted articles

- Facilitation: distilled complex information and made it accessible to a wider public

10/2016–02/2018 Researcher/Project Designer

Eni Enrico Mattei Foundation (FEEM), Milan (Italy)

Milano Sei l'Altro Project: <http://bit.ly/2u9xhiq>.

-Monitoring and evaluation coordinator
-Research: comparative analysis on welfare systems
-Project management: facilitation in service co-design between profit and not-for-profit entities

08/2016–10/2016 Communications Intern

EIUC - European Inter-University Centre for Human Rights and Democratization, Venice (Italy)

- PR & Outreach: management of contacts/donors database; creation and sending of e-mails and newsletters with Mailchimp
- Social Media management: co-development of multimedia messages for social media channels; support to the creation of campaigns on FB; management of Google+ page; Twitter analytics with Twitonomy
- Social media coverage of EIUC events (photo and video)

03/2016–07/2016 PR, Outreach & Social Media Volunteer

Emergency Architecture for Human Rights, Copenhagen (Denmark)

-Public relations and outreach activities
-Social media management
-Creation of multimedia content to be published online

07/2015–01/2016 Researcher (intern)

Euro-Mediterranean Centre for Climate Change (CMCC), Venice (Italy)

TABASCO project: <http://bit.ly/2tQLrVx>

- Research: adaptation policies in Mexico - national and local level
- Project management: design and production of Social Network Analysis (SNA) on Mexican environmental institutions' officials
- Data analysis: SNA data analysed through NodeXL software
- Reporting: contribution to project Final Report for the World Bank

EDUCATION AND TRAINING

09/2013–03/2016 MSc in Comparative International Relations. Mark 110/110 cum laude

Ca' Foscari University of Venice, Venice (Italy)

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 Bachelor's Degree in Linguistic and Cultural Mediation. Mark 103/110

Ca' Foscari University of Venice, Venice (Italy)

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

06/2010 Classical Studies

Liceo Classico Marco Polo, Venice (Italy)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	C2	C2	C2	C2	C2
Certificación DELE C2 11/2015					
English	C1	C1	C1	C1	C1
IELTS Certificate 7.5 04/2016					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

ADDITIONAL INFORMATION

Communication and organizational/managerial skills

Strong intercultural communication skills. Excellent written and verbal communication skills in Italian, English and Spanish. Project management and problem-solving skills. Data analysis and management. 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.

Digital skills

Highly proficient in Microsoft Office package
Social Media: FB, Twitter, Instagram, Google+, LinkedIn
File storage: Google Drive, Dropbox
Software: Cytoscape, NodeXL, Mailchimp, Mailup, Twitonomy, GotoWebinar, Trello

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.

Venice, 31 March 2019

Ottavia Carlon