

## PERSONAL INFORMATION

**Silvia Bertolin**

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📅 Date of birth: 11/10/1971

🇮🇹 Nationality: Italian

## WORK EXPERIENCE

2011 – today

**Network & communication management**

CMCC@Ca'Foscari  
Euro-Mediterranean Center on Climate Change and Ca' Foscari University of Venice  
Edificio Porta dell'Innovazione - Piano 2  
Via della Libertà, 12 - 30175 Marghera-Venice (VE), Italy - [www.cmcc.it](http://www.cmcc.it)

**Network and project manager:** Management, communication, public information activities and fund raising connected to CMCC's involvement in research networks or associations, and funded research projects. Tasks:

- Secretariat
- Organisation & logistics of scientific board meetings
- Organisation & logistics of scientific events in collaboration with the network partners
- Internal communication
- External communication through web site / massive mailing / newsletter
- Technical support to the publication of scientific reports, articles, books.

**Communication officer:** communication activities connected to CMCC partnership in research projects or networks. Tasks:

- Communication planning
- Mass mailing
- Web site conception and contents maintenance
- Newsletter editing

**Event officer:** organisation of several CMCC workshops and project meetings organised at the CMCC premises in Venice.

- Scientific and logistic secretariat
- Supplier management
- Event reporting and budgeting.

**Project management:** support to the scientific management of CMCC research projects:

- Scientific secretariat (internal coordination of partners' activities and tasks, meetings assistance and documentation support).

2000 - 2017

**Support activities**

Fondazione Eni Enrico Mattei, Isola di San Giorgio Maggiore 8, 30124 - Venice - [www.feem.it](http://www.feem.it)

**Network management:** Management, communication, public information activities and fund raising connected to FEEM's involvement in research networks.

**Project management:** International Center for Climate Governance (ICCG – [www.iccgov.org](http://www.iccgov.org)), a web portal on climate policy monitoring and divulgation:

- Management of a research team and the support staff
- Director secretariat

- Scientific board secretariat.

**Graphic design:**

- paper material (brochure, poster, event material)
- online material (websites, email design, working paper series formatting)

**Fund raising:** research of funding and funded project management, especially within FP5 e FP6

1997 - 1999 **Export – custom service**

Baxi S.p.A. via Trozzetti 20, 36061 – Bassano del Grappa, [www.baxi.it](http://www.baxi.it)

**Custom service – Latin America, Spain and UK customers referent**

- management of orders procedure
- area-manager assistance

## EDUCATION AND TRAINING

1985-1990 **High school – Foreign language degree**

Liceo Sperimentale G.B. Brocchi, Bassano del Grappa

- English, French, German
- Final mark: 55/60

1992-1996 **University Degree in Political Sciences – International Studies**

University of Padua, Faculty of Political Sciences and International Studies, Via del Santo 28 - 35123 Padova

- International relations, international law, politics, economics, history
- Dissertation title: "The entry of Spain in the European Union". Supervisor: Annamaria Bedeschi Magrini. Final mark: 98/110

1996 **Post-lauream Introductory course for diplomatic career**

University of Padua, Faculty of Political Sciences and International Studies, Via del Santo 28 - 35123 Padova

- International law, economics, politics, sociology and history
- English and French advanced writing

1997 **Post-lauream specialisation course in Trade and finance international law**

University of Padua, Faculty of Political Sciences and International Studies, Via del Santo 28 - 35123 Padova

- International trade regulation, international commerce and investment, international economic law, comparative law

2004 **European Funding Course**

40 hours, Venice International University, Isola di San Servolo, 30122, Venice

- How to participate in Eu programmes and European grants: overview of the whole process, what is an EU programme and the basics of how to participate and approach European grants.
- How to prepare a successful proposal with a view to get European grants and get the project funded.
- Information and knowledge about how to manage a running project.

2013 **Short course on communication techniques for the scientific community**

Fondazione Eni Enrico Mattei, Isola di San Giorgio Maggiore 8, 30124 - Venice

- Verification and reporting of the scientific information
- How to draft an oral presentation with power point: images and contents
- How to design and implement a seminar

2016 **Short course on social media marketing**

Veneto Formazione, via G. Felissent, 39/A, 31100, Treviso

- social media marketing (Facebook ads, Twitter and YouTube)

2016 **Course on web & social media marketing 3.0**

120 hours, sponsored by Veneto Region, organised by Boscolo s.r.l., Viale Milano, 18, 30015 Chioggia

- Wordpress
- social media marketing & web advertising (Facebook ads, Google ads)
- SEO & web indexing

PERSONAL EXPERIENCE

Mother tongue Italian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Interaction	Spoken Production	
English	C1	C1	C1	C1	C1
French	C1	C1	B2	B2	B2
Spanish	C1	C1	B2	B2	B2

Levels: A1/A2: basic - B1/B2: intermediate - C1/C2: advanced  
[European Language Levels](#)

**Communication skills** Good communication skills acquired during my experience as network manager and graphic designer. Both roles require analysing the target and choosing the consequent modes of communication and supports to be effective.

**Management & organisational skills** Skills acquired during my experience in managing European projects as well as in the ICCGOV dissemination project (responsible for a team of 5 researchers and 3 people of the organizational staff)

**Other skills**

- Management of the following Facebook pages:
  - <https://www.facebook.com/Pro-LoCo-Cassola-278938448905175/> (Cassola Municipality's association promoting local culture and tourism)
  - <https://www.facebook.com/QuartCassolaCentro/> (Cassola District Homeowners' Association).

Digital Competence

SELF EVALUATION				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Intermediate user	Intermediate user	Basic user

[EU Digital Competence page](#)

Intermediate user level of the following tools:

- tools for mass dissemination: creation of websites (Wordpress), sending mails and newsletters on

large numbers (Mail Up), communication with social media (corporate Facebook and advertising, Twitter for institutional use)

- programs for digital image processing (Corel Draw, and Adobe Photoshop), acquired for the realization of informative graphic works
- office suite (word processor, spreadsheet, database, presentation software).

Basic knowledge of:

- Google advertising
- Positioning websites in search engines through SEO

Driving licence B

## ADDITIONAL INFORMATION

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### Publications

**"2012 Think Tank Map Ranking"**: the report is part of the "Think Tank Map" project, a world observatory on think tanks dealing with climate policies. The ranking is launched annually and built on a series of objective data collected by a team of researchers.

[http://www.thinktankmap.org/Page.aspx?Name=Ranking\\_2012](http://www.thinktankmap.org/Page.aspx?Name=Ranking_2012)

### Prizes and awards

**"Meeting Planner 2002"** - 8th edition: Award assigned in the category "Associations, foundations and universities" for the organization of the annual congresses of the European Economic Association (EEA) and the European Econometric Association (ESEM), Venice, 2002. Award assigned by the magazine the "Meeting & Congressi" and Starwood Hotels & Resorts Venice, under the patronage of ENIT, Veneto Region, Province of Venice, City of Venice, Venice Port Authority, Venice Chamber of Commerce and other professional associations.

### Groups / associations

Organization of laboratory and creative activities for children 0-10 years within a project in favor of socialization between parents and children. Activity carried out in the municipality of Cassola from 2009 to present. <https://www.facebook.com/ManoManinaCassola/>

Member of the District Council Cassola Centro, a body constituted by election in 2015 with the role of intermediary between the petitions of the citizens and the Municipality of Cassola, and vice versa information vector of the municipal initiatives.

### Personal data

I authorize the processing of my personal data pursuant to Italian Decreto Legislativo 30 giugno 2003, n. 196 "Codice in materia di protezione dei dati personali".

January 2020

Silvia Bertolin

