



# Luca Kosowski

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## PROFILE

Previously employed for three years as External Consultant at the Italian Embassy in Kuala Lumpur and currently as Italian Legal Advisor and Operations Administrator. Reliable, multilingual and flexible. Well equipped with organisational and communications skills. Able to work under constant pressure and tight deadlines. Experienced in writing, digital content creation, social media.

Language proficiency:

Italian Native  
Polish Native  
English Fluent  
Spanish Proficient +  
German intermediate

## EXPERIENCE

### Italian Legal Advisor | Operations Administrator, Concentrix

Kuala Lumpur — November 2024 - Present

- Engages in dialogue with governments and government entities, law firms, and corporations that request Italian trust and safety governance for the top global video streaming platform.
- Government and regulatory collaboration: Coordinated with government liaison teams to ensure policy alignment, compliance, and timely escalation of critical issues.
- Review and assessment of legal documents on a daily basis.
- Conducting and evaluating candidate interviews for possible recruitments.
- Training and mentoring of new recruits.
- Assistance to colleagues, and additional collaboration with the Spanish advisors.
- Translation of legal documents on a daily basis.
- Legal issue handling and evaluating: defamation, trademark, counterfeit, circumvention of technological measures.
- Ensuring quality with internal audits with fellow legal colleagues.
- Expertly managed sensitive cases with strict adherence to privacy, security, and governmental requirements; maintained discretion and integrity in all operations.
- Ensuring compliance with applicable laws and platform policies; followed all guidelines and policies meticulously.

### External Consultant, Italian Embassy

Kuala Lumpur — April - July 2025

- Project manager and executive of the Italian National Day in Kuala Lumpur.
- Liaison between Embassy, sponsors, event agency, Mandarin Oriental, security officers.
- Instructing employees of the embassy on duties and tasks.
- Planning of the locations of sponsors, ambassadors with their diplomatic staff, and local political entities.
- Additional management and organisation of diplomatic settings.
- Analysis and research of wide range of topics needed for diplomatic meetings between his excellency the ambassador and local and international political entities.
- Support in the writing and creation of the Embassy book “Italy in Malaysia”.

**External Consultant, Italian Embassy,  
Kuala Lumpur — February - July 2024**

- Personally assisting His Excellency Massimo Rustico in organising, managing and preparing diplomatic meetings.
- Planning of and organisation of events.
- Collaboration and management of events promoting Italian culture.
- Ad Hoc video editing and photoshop.
- Creating the video for the Italian National Anthem.

**Intern, Italian Embassy**

**Kuala Lumpur — September - December 2023**

- Working together with the Commercial and Cultural office.
- Providing support to the Deputy Head of Mission and Ambassador during peak periods.
- Drafting messages for the Ministry of Foreign Affairs in Rome.
- Translating articles, conducting research, handling video and photo editing.
- Creating powerpoint presentations and management of social media campaigns and accounts.
- Official notetaker at formal breakfast with Italian and Malaysian Deputy Ministers.

**Brand Ambassador, Energy Web Foundation**

**Zug, Switzerland — August 2021 - October 2022**

- Writing technical articles on energy transition and blockchain technology.
- Translation of articles between English, Spanish, Italian.
- Moderating online forums.

**Freelance Journalist, Viração Educomunicação**

**Trento, Italy — October 2018 - December 2019**

- Reporting on the Conference of the Parties (COP24)
- Writing articles about political, environmental, social issues.

**EDUCATION**

**Högskolan Dalarna, Sweden** — Master's Degree in African Studies — 2022-2026

**Università per Stranieri di Perugia, Italy** — Master's in International Relations and Development Cooperation - 4.0 GPA (Summa cum Laude) - 2021-2025

**Università degli Studi di Trento, Italy** — International Studies - 2016 - 2021

**SKILLS**

**Soft Skills**

Project Management Skills: identifying deliverables, directly working with shareholders, budget management, pitching ideas, vendor management, work under pressure.

Event Management Skills: negotiations with suppliers and clients, time management, planning and risk management, negotiation skills.

Organisation and Teamwork: Gained through roles at the Italian Embassy, EnergyWeb, Concentrix, and University, by working in international environments and across time zones. Mediating disputes and conflicts among team members and among contractors.

Communication skills: Prioritising clear communication in multiple languages. Focusing on clarity and understanding of the audience by paying attention both on explicit and implicit conversational elements.

**Hard Skills**

Adobe Creative Cloud, Microsoft Office Package, Translation, Deep research (SEO skills, access to Jstor, able to gain access to books not available anymore), Copywriting (learned by working for the Embassy, as a Journalist, and through the role at Concentrix). Prompt writing.