**Riassunto dello stage:**

During my work experience at Gradara Town Hall, which took place from April 4 to May 7, 2025, I had the opportunity to learn about the workings of public administration and apply the skills I had acquired.

The town hall is led by Mayor Filippo Gasperi, supported by the Municipal Council and the Municipal Board. The administration is divided into several sectors, including General Affairs, Financial Services, Public Works, Urban Planning, Citizen Services, and Local Police.

I completed my work experience alongside Marco Clementi, my classmate, under the supervision of tutor Carmen Pacini. My main activities included:

* Document and archive management: Organizing and cataloging town hall documents by sector and year, contributing to the reorganization of the general archive, and handling ancient parchments.
* Technical and digital support: Assisting with administrative and management software, such as Word and Desktop Telematico, analyzing the internal network to understand how devices are managed, and optimizing the use of the multifunction printer.
* Preparation of training materials: Summarizing laws and regulations, such as Law 36/2023, making them more accessible and organizing documents for internal training.
* Collaboration with various offices: Reviewing civil registry documents, supporting the accounting department in financial data analysis, and producing materials for the Local Police, including summary sheets useful for daily operations.
* Problem-solving and teamwork: Handling unexpected challenges with flexibility and autonomy, working closely with my classmate to efficiently complete tasks.

This experience allowed me to develop autonomy, organizational skills, and problem-solving abilities, while also improving teamwork and professional communication.