

## PERSONAL INFORMATION

## Sara Paolazzo



 Via Volturmo n.16, 90134 Palermo (Italy)

 0039 3480314494

 [Sara.paolazzo@gmail.com](mailto:Sara.paolazzo@gmail.com)

Sex F | Date of birth 15/02/1986 | Nationality Italian

## JOB APPLIED FOR

## Project Manager

## WORK EXPERIENCE

From 19/05/2015

## Project Manager

Per Esemplio Onlus  
Via Saladino 4, 90134 Palermo  
Tel: 091 7734245  
E-mail:  
[info@peresempionlus.org](mailto:info@peresempionlus.org)  
Website:  
[www.peresempionlus.org](http://www.peresempionlus.org)

- Design, management and implementation of European and local projects under Erasmus+.
- Council of Europe, Italian Ministries and private foundations
- Dissemination activities through e-mail, social networks and organization of public events
- Organization of international training courses, youth exchanges meetings and conferences (program design, agenda, logistics, report, minutes, materials)
- Tutoring of International volunteers and young refugees
- Collecting data, analysing, summarizing and reporting information
- Trainer for youth workers under Erasmus+ expert in non-formal methods
- Networking with local and international partners
- Support the financial administrator with financial reporting and the implementation of the project budget

Business or sector Non-profit, Youth sector

From 1/09/2014 to 19/12/2014

## Internship in European Project Management

CESIE (European Centre of Studies and Initiatives) Via Roma 94, 90133 Palermo  
Tel: +39 0916164224  
Fax: +39 091 6230849  
Mail:  
[vito.lafata@cesie.org](mailto:vito.lafata@cesie.org)  
Website: <http://cesie.org/>

- Implementation of Youth in Action and Erasmus+ projects
- Design of European projects
- Writing articles in English and Italian for the weekly newsletter
- Dissemination activities about the projects through e-mail, social networks and organization of public events
- Support for the organization of international training courses, meetings and conferences (arrange food and accommodation for the guests, inventory of the material used for the events, book travel tickets and take care about the visas requests, arrange arrivals, departures and pick-up, write minutes)
- Collecting data, analysing, summarizing and reporting information

**Business or sector** Non-profit, Youth sector

From 7/01/2012 to 9/09/2013

### Educator

Social Cooperative "La Quercia"

Piazza Umberto I, 10061 Campiglione Fenile

(TO) Tel: +39 0121 590535

Mail: laquercia.info@gmail.com

Website: <http://www.coopsocialelaquercia.it/>

- Organization and implementation of workshops for children from 0 to 3 years old
- Physical support in schools for disabled young people
- Management of after-school activities and support of children and teenagers with learning difficulties

**Business or sector** Social Care

From 5/03/2009 to 31/04/2009

### Assistant Secretary

Italian Cultural Institute of

Damascus Ata Al Ayubi 4

(Malki), Damasco

(office closed in 2011 because of the civil war)

- Organization of cultural events, meetings and conferences related to the Italian culture (arrange food and accommodation for the guests, make list of the guests and prepare the official invitation, maintain inventory of the material used for the events, organize catering for coffee break, book travel tickets and take care about the visas requests, arrange arrival, departure and pick-up)
- Organization of Italian language courses
- Networking activities
- Archive ordering
- General administration tasks

**Business or sector** Public Sector, Diplomacy

## EDUCATION AND TRAINING

From March to June 2013

### Diploma Graduation Diploma in Project Management for the International Cooperation

EQF 7

Cospe, NGO

Via Slataper Scipio 10, Florence

Project Cycle Management, Logical Framework of a development project, project Budget management and implementation, Evaluation & Monitoring of a Project, Project Final Report, Fund raising,

**From October 2009 to April 2012 Master Degree in Political Science - Africa and Asia Studies**

EQF 7

University of Pavia

Corso strada nuova, Pavia

History, culture and politics of the African and Middle Eastern countries, International cooperation and relations, Arabic language, International organizations, Political economy, Demography, Social and economic development, International law

**From October 2005 to July 2009 Bachelor Degree in Language and Cultural Mediation**

EQF 6

University for Foreign of Siena

Piazza Carlo Rosselli, Siena

English culture and language, German culture and language, Arabic culture and language, Linguistics, Italian literature, European Union law and institutions

**PERSONAL SKILLS**
**Mother tongue(s)** ITALIAN

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	C1	C1	C1	C1	C1
GERMAN	B1	B1	B1	B1	B1
ARABIC	A2	A2	A2	A2	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

**Communication skills**

- good communication skills (verbal and written) in particular in multicultural environments gained through international meetings, trainings and youth exchanges
- good interpersonal and team communication skills gained through my experience as project manager in youth organizations and as tutor of international volunteers
- excellent contact skills with children, teenagers and young people with migratory background acquired through my experience as trainer and educators

**Organisational / managerial skills**

- leadership skill balanced with team working and capacity to cooperate with others developed in working with the staff of Per Esemplio
- good organizational skills (organize work and prioritize tasks) gained through my experience as project manager
- good skills in organizing, researching and collecting data acquired during my studies and through my work experience as project manager (context analysis, reporting etc.)
- good planning skills and ability to respect deadlines but also flexibility gained through the implementation of diverse local and international projects;

**Job-related skills**

- good mentoring skills gained through my experience as educator and EVS mentor
- experience in event management gained during my internship in the Italian Cultural Centre of Damascus and in organizing dissemination and visibility events for projects;
- ability to self-motivate, create own schedule, and work individually gained through my experience as project coordinator and freelance trainer
- ability in project design gained through internship and working in NGOs (Erasmus+ and private foundations)

## Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Indipendent	Indipendent	Indipendent	Basic	Indipendent

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

- good command of office suite (word processor, spread sheet, presentation software)

## Other skills

- basketball player
- passionate in fitness
- passionate in literature and cinema

Driving licence B

## ADDITIONAL INFORMATION

## References

**Claudio Arestivo**, president of Per Eempio, **e-mail:** [c.arestivo@peresempionlus.org](mailto:c.arestivo@peresempionlus.org), **tel.:** +39 3479776306

**Anna Bellan**, Project Manager at MEH, **e-mail:** [annabellana@expandinghorizons.co.uk](mailto:annabellana@expandinghorizons.co.uk), **skype:** liberanna1

**Paul Kloosterman**, Salto Trainer, **e-mail:** [kloosterman.paul@gmail.com](mailto:kloosterman.paul@gmail.com), **skype:** paulklo, **tel.:** +393491295701