

PERSONAL **PROFILE**

Extremely motivated to constantly develop my skills and grow professionally. I am well-organized and confident in my ability to communicate effectively.

LAURA PAPPALARDO

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EDUCATION

2016-2018 Master of Arts in Humanitarian Action -International Relations University of Malta Main subjects: disaster medicine, human security, forced migration and humanitarian action Dissertation: SGBV against migrant women: exploring the violence that women are exposed to in Libya, a transit country, when finding their way to Europe.

2013-2016 Bachelor Degree: "Languages, society and international politics' Universita' Ca' Foscari -Venice

Main subjects: English, Spanish, International relations, Literatures, History

LANGUAGES

- Italian: Mother-tongue
- English: C1
- Spanish: C1
- French: B1

SKILLS

- Leadership skills
- Well organised
- Communication skills
- Successful working in a team environment, as well as independently
- Ability to work under pressure and multitasking
- Deliver quality results
- Digital skills: Office suite, as well as Photo Editing Software (creating fliers, certificates. advertisements, campaigns, videos,)

COURSES

01/09/17 -10/09/17: Erasmus+ Training Course in Romania: "Service vs. Learning = VOLUNTEERING"

08/10/17 - 15/10/17: Erasmus+ Training Course in Hungary-Szeged: "Campaign for Humanity"

03/12/17 - 09/12/2017: Erasmus + Training Course in Portugal-Lisbon: "Young Migrant Voices"

WORK EXPERIENCE

Residency & Citizenship Officer - Middle East and Africa

Chetcuti Cauchi Advocates - Valletta, Malta

Managing a portfolio of international clients with the following tasks:

· Assisting individual clients with their relocation requirements and participating in translation

Nov 2018 - Present



assignments;

- Handling immigration applications, such as: Citizenship, Residency and work permits;
- Ensuring legal compliance;
- Providing legal and administrative assistance;
- Preparation of tax compliance documents;
- Maintaining high level of communication with international clients;

Residency & Citizenship Administrator

Chetcuti Cauchi Advocates - Valletta, Malta

Aug 2018 - Oct 2018 • Advising clients on work permits;



- Preparing Payment Outlines, Engagement Letters, Invoices;
- Preparing Lease Agreements and liasing with clients;

Project Manager - NGO

Migrant Women Association Malta

I am leading projects with a team of interns at the local NGO:

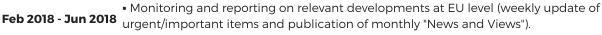
- 1) "Communication Session Project" offering Child Care
- 2) English Language classes to Migrant Women

July 2018 - Present Among others, my responsibilities are:



- Liasing with different stakeholders, as well as looking for further opportunities to extend the project;
- Writing project proposals;
- Budgeting;
- Compiling data and statistics, as well as carrying out research;
- Undertake evaluation of the project, as well as preparing reports;
- Supervising and assisting teachers, volunteers and coordinators.

Human Resurces - Equal Opportunities (Traineeship) Council of the European Union (Brussels, Belgium)





- Assisting with awareness-raising activities on Equal Opportunities, such as drafting of articles and organization of events (International Women's Day in March 2018, IDAHOT in May 2018).
- Statistical analysis.
- Undertaking research on specific topics and preparing policy notes.

Project Manager - NGO Migrant Women Association Malta

Oct 2017 - Jan 2018



I was responsible for setting up the following projects:

- 1) "Communication Session Project" offering Child Care
- 2) English Language classes to Migrant Women

Administration (Internship)

Migrant Women Association Malta

Jun 2017 - Sept 2017 Migrant Women Association in Malta, Valletta (Malta)



- Providing clerical and administrative support to the organisation;
- In charge of managing and recruiting new volunteers;
- File and update contact information of employees, volunteers, and external
- Organizing events for the projects carried out by the organisation, and helping out in the research for the preparation of such projects.

Event Assistant - EU Presidency Malta Special Interest Travel (SIT), Malta

- Jan 2017 Jun 2017 Managing the registration and information desks;
 - Daily support and communication with the participants;
 - Providing assistance to delegates and speakers with logistics;
 - Preparation of conference bags and the facilities at the venues;
 - Assisting the Operations Team Leader with the coordination of such events.

Hostess/Waitress/Cashier Le Meridien St. Julians Hotel & Spa, St. Julians (Malta)

Jul 2017 - Dec 2017

- Welcoming guests upon arrival;
- Coordinating and communicating with the other hostesses, team leaders and managers.

& MERIDIEN

- Carrying out accurate cash handling and till duties.
- Providing assistance to the customers.
- Completing daily registration forms.
- Working in an extremely fast paced, high-volume environment.
- Morning operations include setting-up/opening and closing transactions.

Internship - NGO Kopin - San Gwann (Malta

Jun 2015 - Jul 2015 • Preparing, promoting, implementing and evaluating a number of activities taking place in educational institution;



- Focusing on issues related to human rights, citizenship and sustainable development;
- Researcher on a selection of concepts and literature review.

Shop Assistant AVON - Venice, Italy

2013 - 2014 AVON

Shop assistant of a cosmetic brand.