



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 multi-tasking
- 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 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;

Nov 2018 - Present



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 liaising 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:
- Liaising 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 Resources - Equal Opportunities (Traineeship) Council of the European Union (Brussels, Belgium)

Feb 2018 - Jun 2018



- Monitoring and reporting on relevant developments at EU level (weekly update of urgent/important items and publication of monthly "News and Views").
- 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 partners;
- 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.
- 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.