



+39 3280926495

elsa.cattivera@gmail.com

Sex: F | Date of Birth: 02/05/1987 | Nationality: IT

In: www.linkedin.com/in/elsa-cattivera-765b2488

RESUME

ELSA CATTIVERA

www.elsacattivera.eu



STATEMENT

I am a hard-working enthusiast, who is creative, passionate and driven.

For the last five years, I have been collaborating with different NGOs, public bodies and SMEs as a freelance project consultant.

I thrive working independently or in team settings in any given environment. My ability to juggle tasks and meet deadlines proves that I am highly punctual and reliable. I love music, discovering new cultures and am always looking to gain new life experiences.

SOFT KILLS

- Positivity, work ethic, teamwork, motivation, conflict resolution;
- Time management, flexibility, problem-solving, networking critical thinking.

TECHNICAL SKILLS

Project Management tools

Data analysis and reporting

CMS

OS: Windows, Mac, Linu

Microsoft Tools (Words, PP, Excel)

Survey Design & implementation

Eu Funds and local planning

EXPERIENCE

PROJECT MANAGER ASSISTANT

JLAG, London - Fest. Bruxelles (2016 -2017)

Preparation of project proposals; Support in project management activities; evaluation and consulting services; attend EU and partners events, networking. Help in the design and content management of monthly newsletter; Assist in the logistics, planning and organizing of PM4SD (Project management for sustainable development) training course and annual summer school by FEST.

PROJECT CONSULTANT

Salento Bici Tour, Lecce (2014-2016); L'Altra Babele, Bologna (2012-2013); Borgorose Municipality (2016 - 2017).

Project management; Data management; Production of online content, business plan, briefing notes, minutes, reports, information materials. Manage the internal/external communications. Planning administration of events, meetings and conferences.

TUTOR AND RESEARCHER

Alma Mater Studiorum – Bologna University (2010-2015)

- Tutoring (2012-2014): holding office hours; assist faculty members by teaching-related duties, such as developing teaching materials, preparing and giving examinations, and grading examinations.
- Researcher: Analyze, organize information and data for social research projects. Interviewer for the European Social Survey (ESS) (2013- 2015)

EDUCATION

PHD Candidate 2017 –Present

Institute for Tourism Travel and Culture, University of Malta
Part-time Ph.D Student (by research)

Project Management, Innovation & Entrepreneurship 2015- 2016

Paragon Europe, Malta
Postgraduate Specialization in Project Tourism Management and Advanced Professional Training Course in Project management, Innovation & Entrepreneurship

SPISA 2013 - 2015

Faculty of Law – Bologna University
Postgraduate course in Administrative Law and Public Policy. Interdisciplinary studies in law, economics, sociology, anthropology and statistics.

Politics, Administration E Organization 2009 - 2013

Faculty of Political Science – Bologna University
Specialized knowledge and advanced skills in organization theory, industrial relations theory, political and governance studies.LLP-Erasmus "Jagiellonian University", Kraków (PI): CSR, cross-cultural communication, advanced management workshop

LANGUAGES

Italiano: Mothertongue;
Inglese: Fluent (IELTS: C1)

HOBBIES



Letterature



Trekking



CycleTourism



Cooking



Horticulture



Jazz Music