

Manuela Pozzoli

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Nationality: Italian

Date of birth: 21st May 1981

Place: Asti (AT)

Status: single

WORK EXPERIENCES

- *NGO PeaceWaves* -

From 22nd May 2004: member of the Executive Board of NGO PeaceWaves

From September 2002: co-operating with mentioned NGO as National Co-ordinator

From April 2002: co-operating with the NGO in particular for "TeamLeaders" Course tutorship

As a co-ordinator I worked at the following activities:

- April 2002 – September 2003:
 - § 3 editions of the TeamLeaders Course (first level)
 - § 1 edition of the Advanced Course for TeamLeaders
- October 2003: co-organisation of the Youth Session of the 5th Assembly of Peoples' UN (Terni – Italy)
- October 2003: organisation of the Education Forum (Turin - inside Peoples' UN)
- January 2004: opening event of Genoa Culture Capital 2004
 - § Meeting "Children and the Mediterranean"
 - § Preview of the "Imagine" collection of photos (German project)
- April 2004: organisation, setting and official opening of "Imagine" exhibition
- Spring 2004: participation in some PeaceWaves delegations, such as:
 - § Berlin (Germany - March): - Interreg III C Meeting
 - Meeting with our German Partner
 - GTZ for "Imagine" project
 - § Vukovar – Zagreb – Split (Croatia - May): Meeting with Education Minister and some co-operators to plan a project about dialogue between Serbian and Croatian (own session during the Vukovar Culture week)

- *University of Turin – Economy and Management Faculty* -

During Academic Year 2002-03 cooperating with the Faculty Library as foreseen by law 390/1991, art. 13

- *Others* -

14 June - 09 July 1999: work of archivist, accountant and switch-boarder with Geico s.a.s. of Turin

17 June - 17 July 1998: work of filer with the Local Education Department in Turin

1998 – 1999: several experiences as hostess during fairs and exhibitions

EDUCATION AND TRAINING

- Attending courses for Economy and Management Degree (preview for 2005)
- 1995 – 2000: ITC “A. Marro” – Moncalieri (TO) – Accountant Diploma (Law, Economics and Administration) – Grade 100/100

Extra-scholastic courses

1999 – 2000: attendance of Interscholastic Laboratory “Forms of memory”, with the “G.B. Pininfarina” Institute, with the visit of some lagers in Austria and Poland

PERSONAL SKILLS AND COMPETENCIES

Mother Tongue: Italian

Languages: English (Good level)

French (scholastic level)

Social skills and competencies:

- § team working
- § multicultural communication and work
- § participating in official delegations
- § relationship with partner associations and institutions
- § relationship with local bodies
- § solution of conflicts
- § contact (e-mail, mail, fax, phone calls) with partners, abroad too
- § audience contact

Organisational skills and competencies:

- § team building and leading
- § organisation of events: meeting, conferences, presentations including inviting, crediting and receiving
- § problem solving
- § elements of library management
- § target focused

Technical skills and competencies:

- § Complete European Computer Driving Licence
- § Course: “Business Information: web sources”, held by the Faculty of Economy and Management (Turin)
- § Course: “Documents about EU: information sources, databases, Internet resources”, held by the University Institute of European Studies (Turin)

Driving licence: B type