

VALENTINA FALCONI



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Professional Summary

Skills:

- Analytical thinking
- Calm under pressure
- Ability to work in a team and on my own
- Conflict mediation capabilities
- Ability to produce elaborates, articles, reports regarding activities and contexts
- Ability to communicate effectively
- Ability to manage different tasks at the same time while coping to deadline

Work History

Intern, from 04/2020 to 05/2020

Italian Red Cross, Pavia, Italy

The main tasks consisted in: receiving visitors at the front desk by welcoming, directing and announcing them appropriately, answering screening and forwarding incoming phone calls, archiving papers.

Field: Administration

Reference: Marco Casali: responsabileoperativo@cripavia.it

Fundraiser, from 09/2019 to 02/2020

Progetto Arca, Milano, Italy

The aim of the job was to create a dialog with people in order to identify those who wanted to help the organization with a monthly or annual donation to support humanitarian projects in Milano, for people coming from context of vulnerability.

Field: Marketing

Reference: info@progettoarca.org

Au Pair, from 08/2018 to 08/2019

Coppet, Switzerland

The aim was to improve my English and my French while taking care of the kids in the family.

Field: Education

Reference: Tiffany Dewaynecourt-Steele: t.dewaynecourt-steele@ccc.oxon.org

Fundraiser, from 11/2017 to 01/2018

Cesvi, Bergamo, Italy

The aim of the job was to create a dialog with people in order to identify those who wanted to help the organization with a monthly or annual donation to support humanitarian projects in Haiti, Zambia, Brasil, Perù, India

Reference: Claudia Pacchioni: claudiapacchioni@cesvi.org

Field: Marketing

Volunteer, from 03/2016 to 09/2016

Melarancia Onlus, Bergamo, Italy

I worked as humanitarian accountability assistant for an association who helps women victim of human trafficking. The main tasks consisted in ensuring the proper filling of all relevant documents and recording the new volunteers who wanted to join.

Field: administration

Reference: Claudio Rota: Marzia Gotti: coordinatrice@lamelarancia.org

Social Worker, from 10/2016 to 09/2017

Generatie Tanara, Romania

Supporting people who come from vulnerability contexts (human trafficking, domestic violence). In particular I worked with children, women, and refugees. They were hosted in a reception center managed by the NGO.

Field: Humanitarian

Reference: Mariana Petersel: office@generatietanara.ro

Education

Master program, **Human Resources**,

SIDA group, ongoing

Administration, Personnel recruitment

Master program, **Human Right and Ethics of International Cooperation**,

Bergamo University, ongoing

Subjects: Politics and International Science, International History, Economy, International Law, Anthropology, Philosophy.

Bachelor Degree, **Philosophical Science**, Bergamo University, April 2016

Other courses

Migros École, Lancy Pount Rouge, Ginevra

French Course

Studio Allievi - Dottori Commercialisti, Milano, Italy

Coursework in Accountability, April, 2018

Associazione Diplomatici, Milano, Italy

Formative travel in New York with the project *United Nation Change the World Model*, March 2018

Associazione Joint, Milano, Italy

Coursework in planning European Project for young people.

Languages

Italian Mother Tongue

English B2

Romanian B1

Spanish, French A2

Certification

Driving license,

First Certificate English, 1 December 2018, Anderson House, Via Bergamo 25, Curno, Italy.

Additional information

- Volunteer with **White Helmet** project, with Pope Jhon XXIII 2016-2017
- Volunteer with **Namaste Onlus**", 2016-2018.
- Volunteer, with **Caritas Bergamasca**, 07/2016 to 08/2016
- Coordinator of recreational center for children, 06/2016 to 07/2016

John Kolko