



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Eleonora Tramannoni**
Address(es) Via Casette Antonelli, 18 62018 Potenza Picena (MC) Italy
Mobile: (+39) 333 4631904
E-mail eleonora.tramannoni@marche.camcom.it
Skype [eleonora.tramannoni](https://www.skype.com/people/eleonora.tramannoni)
Nationality Italian
Date of birth 31/08/1986 Jesi (AN) Italy
Gender Female

Work experience

Dates	07/07/2016 →
Occupation or position held	Executive officer of the Forum AIC Permanent Secretariat
Main activities and responsibilities	<ul style="list-style-type: none">- Management and coordination of national and international relations, also in the context of institutional and business meetings / missions, meetings, thematic work groups.- Planning and development of promotional activities, development and implementation of communication strategy and tools, content management of the Forum website.- Coordination and monitoring of administrative-accounting procedures and secretarial activities. Preparation of administrative and institutional documents- Planning, coordination and monitoring of content aspects as well as technical, organizational and logistic aspects related to events carried out on a National, European and International level- Creation of international partnerships and cooperation with several lead partner institutions for the application of EU project proposals (in particular ETC programs i.e. Adrion, MED, Italy-Croatia).- Cooperation with the Adriatic Ionian Area Networks (Forum Città, Uniadrion, Adriatic Ionian Euroregion, CRPM - Conference of Maritime Peripheral Regions) for development of the AI-NURECC Initiative, in collaboration with the European Commission DG REGIO and the support of the informal Group of the European Parliament "Friends of EUSAIR", acknowledged by the Governing Board of the EUSAIR Strategy.
Name and address of employer.	Forum of the Adriatic and Ionian Chambers of Commerce c/o Camera di Commercio delle Marche, Piazza XXIV Maggio 1 60123 ANCONA http://www.forumaic.org/
Dates	From 01/04/2015 to 30/06/2015 - from 01/09/2015 to 30/06/2016
Occupation or position held	Office worker at the Forum of the Adriatic and Ionian Chambers of Commerce (User company)
Main activities and responsibilities	Until 06/30/2015, support to the activities of the Forum AIC Permanent Secretariat From 01/09/2015 Coordinator of the Forum AIC Permanent Secretariat <ul style="list-style-type: none">- organization of the annual events and meetings of the thematic workgroups in line with the 4 EUSAIR Pillars (Blue Growth, Connecting the Region, Environmental Quality, Sustainable Tourism),- collaboration in the management of projects financed by external sources (regional, national and EU. In particular implementation of the activities and management of the final reporting of the project "MedDiet - Mediterranean Diet and Enhancement Of Traditional Foodstuff IA / 1.1 / 152" within the Program ENPI CBCMED - Cross-Border Cooperation in the Mediterranean,- Planning and development of promotional activities, development and implementation of communication strategy and tools, content management of the Forum website.- management of the administrative-accounting activities of the Secretariat and the bodies of the Forum.
Name and address of employer	JobCamere Srl Italian Chamber of Commerce Employment Agency Corso Stati Uniti, 14 - 35127 Padova

Dates	01/04/2014 - 31/12/2014
Occupation or position held	Office worker
Main activities and responsibilities	Implementation of the Project "Promotion and integration of the Adriatic Ionian Area in the context of the European Union: towards the establishment of the new Adriatic-Ionian Macroregion" which aimed to: <ul style="list-style-type: none"> - encourage internal coordination (between the members of the association and international partnership networks) and external coordination with public and private bodies regarding the EUSAIR strategy; - the organization of the AIC Forum in Corfu (Greece) and of the meeting of the thematic Workgroups – manage the Forum website and the communication with / towards the partners, in terms of updating data, drafting news, reporting and preparing the periodic newsletter. Collaboration with the Forum AIC EU Project management group in the implementation of EU projects, in particular reporting phase and reporting of the project "Verotour - Venetian routes: enhancing shared European multi-cultural sustainable tourism" (DG Enterprise and Industry - Support to transnational tourism products as a means of enhancing competitiveness and sustainability of European tourism) and the project "MedDiet - Mediterranean Diet and Enhancement of Traditional Foodstuff I-A / 1.1 / 152" in the framework of the ENPI CBCMED Program - Cross-Border Cooperation in the Mediterranean
Name and address of employer	Forum of the Adriatic and Ionian Chambers of Commerce c/o Camera di Commercio delle Marche, Piazza XXIV Maggio 1 60123 ANCONA http://www.forumaic.org/
Dates	29 October 2013 – 10 January 2014
Occupation or position held	Internship – Leonardo da Vinci Programme (CompeTer II project N° 2012-1-IT1-LEO02-02698)
Main activities and responsibilities	Work in European Fisheries Funds, assisting the EU Fund Officers with the day to day management of the programme, conducting desk-based, conducting on the spot checks before payments. I was also involved in the process of launching a new aid scheme (Axis 1) from the beginning; (i.e. drafting the guidelines and the application forms required for potential beneficiaries to the successful implementation and disbursement of the project). I was also involved in various stages of the evaluation process, including the way marks were allocated. I worked on aquaculture projects, in the disbursing stage and conclusion of the projects. I studied regulations and legislation about the European Fisheries Fund, Maltese legislation and the Fisheries Operational Programme for Malta for the period 2007-2013.
Name and address of employer	Government of Malta - EU Affairs Directorate Intermediate Body for the EFF OP for Malta 2007-2013 Ministry for Sustainable Development, the Environment and Climate Change 3rd Floor, Millenia Buildings, Aldo Moro Road, Marsa (Malta)
Dates	February – August 2013
Occupation or position held	Internship training and orientation
Main activities and responsibilities	Support to the General Secretariat of the Forum of the Adriatic and Ionian Chambers of Commerce regarding <i>Administrative and promotional activities</i>
Name and address of employer	Forum of the Adriatic and Ionian Chambers of Commerce c/o Camera di Commercio di Ancona, Piazza XXIV Maggio 1 60124 ANCONA http://www.forumaic.org/
Dates	November 2007 – July 2013
Occupation or position held	Office worker

Main activities and responsibilities

- Editing for the scientific review of economics and agricultural policy "Agriregionieuropa"
- Take part in the planning and staging of association events (in collaboration with local and national institution)
- Processing materials concerning the organization of several conferences
- Activities of tutoring of e-learning platform "e-Learning CAP- e-learning course for dissemination of the CAP" (the course was supported by funding from the European Commission, Directorate General for Agriculture and Rural Development)
- Management of mailing lists and send of newsletters

Since 2011

Collaboration in strategic choice, in the preparation, development and financial reports of national and European projects in which the Association applies.

Some example:

- Elaboration and preparation of the Project relating to the Europe Direct 2013-2017 (C(2012) 4158) Proposal preparation of Adriatic and Ionian Initiative of regional cooperation programme 2012 (Reg.814/ 2000)
- Narrative and Financial Report of the "information measures relating to the common agricultural policy" 2011
- Collaboration for the drafting of a European Project on the IPA Adriatic Cross Border Cooperation Programme 2007-2013, II° Call
- Collaboration with the Croatian Association ACTA - Association for Civil and Territorial Activities – for T-winning project (Towns Winning with the Involvement of NGOs) financed by the European Union and co-financed by DG Communication - Executive Agency for Education audiovisual and culture under the Programme "Europe for Citizens" - Action 1, Measure 2.2 (Dec. 2010-2822):

Name and address of employer

Association "Alessandro Bartola" studies and research in economics and agricultural policy
Dipartimento di Economia, Universita Politecnica delle Marche
Piazzale Martelli n. 8, 60121 Ancona - Italy
<http://www.associazionebartola.it>; <http://www.agrregionieuropa.univpm.it/>

Education and training

Dates October 2014 – February 2015

Title of qualification awarded Master in EU project design and funding

Principal subjects/occupational skills covered
- Principles and techniques for drafting European projects specifically for the Programming Period 2014-2021
- Reporting, administrative management

Name and type of organisation providing education and training

Gruppo Il Sole 24 Ore - 24Ore Business School (Piazza dell'Indipendenza 23 b/c 00185 – ROMA)

Dates May 2012

Master in EU project design "Gate to Europe"

Principal subjects/occupational skills covered
The course has allowed to expand and acquire the knowledge and skills necessary for the preparation and presentation of European projects, in order to increase the competitiveness of the proposals within the EU calls for proposals.

Name and type of organisation providing education and training

Venice International University, Center for Training in EU Project design
in collaboration with the regional offices of Confartigianato Companies, IFOA (Training Centre of the Chambers of Commerce) and the Europe Direct.

Dates Academic year 2010-2011

Title of qualification awarded
Post-graduate degree in International Economics and Trade – Course in Economic Development and International co-operation graduated with honors
Thesis "The new guidelines of the European Union: the macroregional strategies and the Adriatic-Ionian Macroregion", supervisor, Prof. Marco Bellardi

Principal subjects/occupational skills covered
Community and Cooperation European policies, Development Economics, Sociology of Development, Marketing and Communication, Management, Economics and agriculture policy, Demographic and migration policies, Credit finance and development in LDCs countries, Governance of Territory, Economics of Trasport and Infrastraction, Labor Economics, Business Ethics...

Name and type of organisation providing education and training	Polytechnic University of Marche, Economics Faculty "G. Fuà" Piazzale Martelli 8 60121 Ancona - Italy
Dates	20 July 2011
Title of qualification awarded	FCE – Cambridge Esol First Certificate in English
Name and type of organisation providing education and training	Bell-Adler Centre, Gdańsk - Poland
Dates	August 2010 – July /2011
Title of qualification awarded	Erasmus Student
Principal subjects/occupational skills covered	Programma LLP ERASMUS – Gdansk, Poland
Name and type of organisation providing education and training	Gdańsk University of Technology - Faculty of Management and Economics Narutowicza 11/12, 80-233 Gdańsk - Poland
Dates	July –September 2009
Title of qualification awarded	Certificate of attendance at English language course
Name and type of organisation providing education and training	King's school of English 25 Beckenham Road Beckenham Kent London - UK
Dates	Academic Year 2008/2009
Title of qualification awarded	Bachelor degree in Economics of Territory and Tourism, grading of 109 out of 110 Thesis: "A survey on CAP", supervisor, Prof. Franco Sotte
Principal subjects/occupational skills covered	Territorial Economics, Economics of tourism, Sociology of communication and networks, , Sociology of organization, Economics of rural tourism, Internet for tourism, Economics of environment and protected areas, Business economics, Microeconomics and Macroeconomics, Accounting, Law of public administrations, Demography...
Name and type of organisation providing education and training	Polytechnic University of Marche, Economics Faculty "G. Fuà" Piazzale Martelli 8 60121 Ancona - Italy
Dates	September 2000- July 2005
Title of qualification awarded	High School Diploma in Accountancy, grading of 95 out of 100
Name and type of organisation providing education and training	Technical and Commercial Institute "Filippo Corridoni" Contrada Asola, Civitanova Marche 62012 (MC) - Italy
Other experiences	
Dates	16 October – 28 October 2013
Title of qualification awarded	English certificate – under Leonardo Programme (CompeTer II project N° 2012-1-IT1-LEO02-02698)
Principal subjects/occupational skills covered	English lessons for upper intermediate level (40 hours)
Name and type of organisation providing education and training	IELC – The international English Language Centre 79, Tigne Street, Sliema SLM 3170 Malta
Dates	October 2012
Title of qualification awarded	Training course in Project design and Fund Raising for a future in non-profit
Principal subjects/occupational skills covered	The course was promoted by the Marche Organizations of International Cooperation and Solidarity - Marche Solidarity, co-funded by Marche Region
Name and type of organisation providing education and training	CESTAS Organization of international cooperation Sede Marche: Via Togliatti 37/I, 60131 Ancona
Dates	October – November 2012
Title of qualification awarded	Training course for volunteers

Principal subjects/occupational skills covered Course of 6 meetings in order to achieve knowledge and training of issues regarding the protection of health and information on the rights of foreign-people, especially in favor of foreign persons who are fleeing to the exploitation of any kind it is.
Study of the cultural and social contexts of women from Nigeria and Eastern Europe. Study of the regulatory environment, network projects and services.

Name and type of organisation providing education and training Free Woman ONLUS - Non-profit Association
Via Matas 30, 60121 Ancona
<http://www.freewoman.it/>

Dates February – May 2012

Title of qualification awarded 9th edition of the training volunteering course "The sense of leaving"

Principal subjects/occupational skills covered Basic skills to develop an approach of solidarity towards the understanding of problems of intercultural relations, especially among north-south worlds through 13 meetings with missionaries, journalists, economists, anthropologists, psychologists and other experts

Name and type of organisation providing education and training ALOE ONLUS – Non-profit missionary association
Via Graziani 71 63900 Fermo
www.aloemission.org

Personal skills and competences

Mother tongue(s) Italian

Other language(s) English

Self-assessment

European level (*)

Language

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User

(*) *Common European Framework of Reference for Languages*

Computer skills and competences Good knowledge of Microsoft applications and Office
Basic knowledge of HTML editor (Front page).
Moodle (eLearning) platform
Excellent ability to surf the Net

Social skills and competences

Team worker.

Blood donor and Regional Coordinator of the Young Group AVIS (2013-2018) – Italian volunteer association of blood donors.

Volunteering experience in Africa (Benin) for a project of long distance adoptions managed by the non-profit organization Aloe Onlus. I was in charge of drafting and implementing two training projects for Aloe Onlus within the CSV MARCHE (Service Centre for volunteering).

Organisational skills and competences

Ability to work in stressful situations and to respect deadlines.

Driving licence

Licence B vehicle

I authorize the use of my personal data pursuant to Legislative Decree 30 June 2003, No 196 "Protection of personal data."

Signature Eleonora Tramannoni

