



Curriculum Vitae Elisa Carlotto

PERSONAL INFORMATION

Name **ELISA CARLOTTO**
Address **QUARTIERE SAN GIUSEPPE 24, INT. 15**
Mobile **+39 338 4100251**
E-mail elisa.carlotto@univiu.org
Nationality Italian
Date of birth 19/08/1977

WORK EXPERIENCE

- Dates (from – to) **since 04/2004**
- Name and address of employer **VENICE INTERNATIONAL UNIVERSITY (VIU), SAN SERVOLO ISLAND, 30100 VENICE, ITALY; www.univiu.org**
- Type of business or sector **ACADEMIC EDUCATION, TRAINING/CAPACITY BUILDING, RESEARCH.**

- Dates (from – to) **2016 - Present**
- Position held **INTENSIVE GRADUATE ACTIVITIES (PHD ACADEMY, GRADUATE SEMINARS, SUMMER /WINTER SCHOOLS) PROGRAM COORDINATOR**
- Main activities and responsibilities
Coordination of the organization of the VIU Graduate Activities:
Liaison with the VIU member institution for the implementation and promotion of the activities
Liaison with the scientific coordinators and faculty from the VIU member Universities;
Coordination of the logistical organization and administrative management.
Planning and budgeting.
Communication, dissemination, evaluation and reporting.

- Dates (from – to) **2006 - Present**
- Position held **TEN PROGRAM ON SUSTAINABILITY PROGRAM COORDINATOR (since 2010)/ ASSISTANT (2006-2010)**
- Main activities and responsibilities
Organizational management of projects at national and international level in the field of Sustainability.
Organization of capacity building/training programs in cooperation with partners from different countries (ie. People's Republic of China, South and Eastern Europe, Central Asia, Mexico); organization of international seminars, workshops and summer schools.
Technical and Financial reporting
Support to the development of proposals for EU project, national and local calls;
Administrative management of EU projects.

TEN Program PROJECTS

- Dates (from – to) March 2021 – February 2022
 - EU Project SMACH - CEI Project - SUSTAINABLE MANAGEMENT OF CULTURAL HERITAGE IN THE BALKANS IN RESPONSE TO CLIMATE CHANGE. BEST PRACTICES FOR ADAPTATION AND INTERCULTURAL COOPERATION (smach.univiu.org)
- Main activities and responsibilities Administrative management, financial reporting.
- Dates (from – to) October 2020 – present
 - EU Project Horizon 2020 EU Project MUHAI - Meaning and Understanding in Human-centric AI (www.muhai.org)
- Main activities and responsibilities Administrative management, financial reporting; support to the organization of project's events (KoM, meetings, workshops, summer schools).
- Dates (from – to) February 2019 – July 2021 (ongoing)
 - EU Project Horizon 2020 EU Project "QUEST - QUality and Effectiveness in Science and Technology communication" (www.questproject.eu)
- Main activities and responsibilities Administrative management of the overall project in coordination with the project partners; financial report; support to the organization of project's events (KoM, meetings, workshops, seminars).
- Dates (from – to) September 2015 – November 2019
 - EU Project Horizon 2020 EU Project "Euclid - EUCLID EU-CHINA Lever for IPM Demonstration" (www.euclidipm.org)
- Main activities and responsibilities Administrative management, financial reporting; support to the organization of project's events (KoM, meetings, workshops, seminars).
- Dates (from – to) February 2018 – September 2019
 - FSE Project FSE "MOBIS" Project - NS2 NUOVE SFIDE E NUOVI SERVIZI, Nuovi modelli di business e valutazione dell'impatto sociale: percorsi di sostenibilità per le PMI (NEWS CHALLENGES AND SERVICES, New models for the business and social impact assessment: Sustainability patterns for the SMEs)
- Main activities and responsibilities Administrative management, financial reporting; support to the organization of project's events.
- Dates (from – to) 2006 - 2016
 - Capacity building Project "Sino-Italian Advanced Training on Environmental Management and Sustainable Development": a capacity-building program for Chinese policy makers and professionals involved in local and transnational Sustainable development actions.
- Main activities and responsibilities Development and organization of the activities in Italy and China. Coordination of the logistical organization. Liaison with the Chinese partners institutions and the faculty. Technical and financial planning and reporting.
- Dates (from – to) 2006 - 2015
 - Capacity building project "Course for Sustainability for Central and Eastern Europe, Central Asia, MENA countries, Turkey".
- Main activities and responsibilities Management and logistical organization of the capacity building activities in Italy and targeted countries (Hungary, Turkey, Russia).
- Dates (from – to) 2012 - 2013
 - Capacity building project "Advanced Training Program for Mexico City Government" in the field of Waste management.
- Main activities and responsibilities Management and logistical organization of the capacity building activities in Italy and Mexico City.

- Dates (from – to)
 - Position held
- Main activities and responsibilities

2004 - 2006

VIU STAFF ASSISTANT

Support to the VIU Graduate Activities Administrative Office:

International Master in Economics and Finance; Advance Seminar in the Humanities; Summer Institute in the Humanities (in coop. with Duke and Ca' Foscari Universities).

Support to the management of EU Project "Radar - Human Lab for European cities" (Programma Cultura 2000) and "Migrest" EU Project

TRAINING

- Dates (from – to)
- Name and type of organisation providing training
 - Principal subjects
- Title of qualification awarded

DECEMBER 2020

APRE – Agenzia per la Promozione della Ricerca Europea

Horizon Europe: an introductory course (on-line)

Certificates of attendance

- Dates (from – to)
- Name and type of organisation providing training
 - Principal subjects
- Title of qualification awarded

MAY 2020

APRE – Agenzia per la Promozione della Ricerca Europea

Horizon2020 projects Financial Reporting Lab (on-line)

Certificates of attendance

- Dates (from – to)
- Name and type of organisation providing training
- Principal subjects/occupational skills covered
- Title of qualification awarded

MARCH 2005

Euro-Project Management School by AICCRE – Associazione Italiana del Consiglio dei Comuni e delle Regioni d'Europa.

General view from the EU institutions and programs, call for application's analysis and writing, financial statement.

Master on Eu projects management – certificate of attendance

- Dates (from – to)
- Name and type of organisation providing training
- Principal subjects/occupational skills covered
- Title of qualification awarded

SEPTEMBER 2003 – FEBRUARY 2004

Cultural association "Viento Sur Teatro", Sevilla (Spain): Theater productions, Theater classes, and Film writing.

Assistance in the organization of the Theater productions and cineforum; press office and box office

Internship in the framework of the Leonardo Da Vinci program

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

APRIL – JUNE 2003

Teatri S.p.A., Treviso, Italy: società strumentale della Fondazione Cassamarca: Theater management and production.

Data analysis audience satisfaction's survey, Press Office, assistance to the organization of the XXXIII International competition for Opera singers "Toti dal Monte.

Internship at the Press and Marketing office.

EDUCATION

- Dates (from – to)
- Name and type of organisation providing education
 - Principal subjects

1996 – 2002

Ca' Foscari University of Venice, "Lettere e Filosofia".

Italian and Latin language and literature, Contemporary History, Aesthetic, Philosophical Anthropology, History of Religions, Contemporary History of Arts, History of Theatre, Geography.

- Title of qualification awarded Degree Thesis on “The theme of travel in Antonio Tabucchi’s novels”.
Degree 110/110 *cum laude* on “Lettere e Filosofia
- Dates (from – to) January – March 2002
- Name and type of organisation providing education Warwick University, UK – Dept. of Humanities
- Principal subjects English Literature and Theatre in the Renaissance.

- Title of qualification awarded Erasmus Programme.
- Dates (from – to) 1992 – 1996
- Name and type of organisation providing education Liceo Ginnasio “A. Canova”, Treviso.
- Principal subjects Latin, Ancient Greek, Italian Literature, Philosophy, History of Art.

- Title of qualification awarded High School Diploma.

**PERSONAL SKILLS
AND COMPETENCES**

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE **ITALIAN**

OTHER LANGUAGES

- Reading skills EXCELLENT
- Writing skills EXCELLENT
- Verbal skills EXCELLENT

SPANISH

- Reading skills BASIS
- Writing skills BASIS
- Verbal skills BASIS

SOCIAL SKILLS
AND COMPETENCES

MANAGEMENT AND ORGANIZATIONAL CAPACITIES ACQUIRED WORKING IN THE ORGANISATION OF INTERNATIONAL TRAININGS, MEETINGS, CONFERENCES.
CAPACITY OF WORKING IN TEAM: I HAVE ALWAYS WORKED IN TEAM IN AN INTERNATIONAL CONTEST.
MEDIATING SKILLS AND INTERCULTURAL SKILLS: ACQUIRED SINCE THE FIRST EDUCATIONAL AND TRAINING EXPERIENCES (ERASMUS AND LEONARDO EU PROGRAMMES) AND WORKING WITH INSTITUTIONS AND PEOPLE FROM ALL OVER THE WORLD
CAPACITY OF COMMUNICATING

TECHNICAL SKILLS
AND COMPETENCES

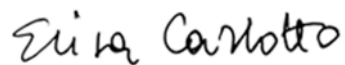
- Operating Systems: Windows; Mac OS; iOS
- Microsoft Office (Word, Excel, Power point)
- SurveyMonkey
- Joomla
- E-learning Moodle platform

DRIVING LICENCE(S)

Driving licence B

I hereby authorize the use of my personal data in compliance the Italian Legislative Decree no. 196 dated 30/06/2003, and the GDPR 679/16 - "European regulation on the protection of personal data".

Venice, June 2022, Elisa Carlotto

A handwritten signature in black ink that reads "Elisa Carlotto". The signature is written in a cursive style with a clear, legible font.