

PERSONAL INFORMATION

Paola Pendenza



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Sex Female | Date of birth 16/05/1974 | Nationality Italian

WORK EXPERIENCE

Since 2009 – until today

National and European Projects Department - Senior Technical Coordinator

Adiconsum - Consumers and environment protection association, Rome, Italy

- Consortium building, budget development and proposal drafting for different donors and funding agencies;
- Project technical and financial management and coordination of several projects funded by public and private donors within National, EU and international Programmes, related to Consumers rights, Social Inclusion, Training and social research, Youth, Identity theft, Safer Internet, Food security, Cybercrime, IPA (Instrument for the Pre-Accession Assistance), EU Citizenship, Erasmus, Sustainable Mobility and Energy efficiency promotion, etc.;
- Technical and Financial planning, assessment and reporting;
- National and international networking and representation of the association at national and international meetings and events.
- Organization and preparation of awareness meetings and informative materials devoted to adults and young people; seminars for parents; training courses for teachers; workshops for local authorities;
- Coordination of Adiconsum local offices spread throughout the Italian territory, to disseminate projects results; taking care of external relations with partners and other multipliers subjects (institutions, companies, civil society organizations, etc.);
- External relations with several European networks;
- Dissemination and Media campaign plan of several projects;
- Survey on consumers subjects and issues;
- Preparation of dissemination materials (news, articles, newsletters, online magazines, etc.).

Since 2004

National and European Projects Department - Project coordinator

Adiconsum - Consumers and environment protection association, Rome, Italy

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- Project coordinator in Easy project, an awareness campaign on Internet and new technologies safety devoted to minors;
- Organize and prepare awareness meetings and informative materials devoted to minors on the safer and positive use of NTs; seminars for parents; training courses for teachers; workshops for local authorities;
- Help Desk of the Easy project aimed at coordinating the Adiconsum local offices, to disseminate the project results, to take care of external relations with partners, schools and other multipliers subjects (local authorities, ICT companies, trade unions, child's welfare organizations, consumers associations, teachers, parents, psychologist and pedagogist associations, training agencies and foundations);
- External relations with "Insafe", the European network founded by Information Society and media General Direction of the EC with the aim of raising awareness on a safer and ethic use of Internet and new technologies. Participate in meetings, workshops e seminars at European level;
- Dissemination and Media campaign plan of the EAST project;
- Writing of the EAST monthly Newsletter,
- Cooperation in the writing of "ZOOM", an Adiconsum online magazine;
- Cooperation in the writing of the European Consumers Centre Newsletter;
- Support in the daily updating of the website of the European Consumers Centre Italy.

- February 2004 **Organizational Secretary**
Ancitel SpA, Via dell'Arco di Travertino 11, Rome, Italy
- June 2003 **Trainer**
All Sports Service srl, Via dell'Imbrecciato 181, Rome, Italy
- From 2000-2002 **Sales Assistant, warehouse manager**
Papiro Bookshop, Rome, Italy
- April 1997 – November 1999 **Check-in Agent, Passenger Area**
Aeroporti di Roma SpA, Via dell'Aeroporto di Fiumicino, Fiumicino (RM), Italy

EDUCATION AND TRAINING

- November 2004 – February 2005 **Final stage of the II level Master in Human Development and Food Security**
Universidad Nacional de Salta, Municipality of Salta, Argentina
Main duties: Analyse of the socioeconomic context of the Salta province; Identify the main issues concerning rural poverty; Identify the real priorities of beneficiaries using a participatory approach; Draw up a development project to reduce the poverty in the target area.
- February 2004 - February 2005 **II level Master in Human Development and Food Security (Winner of a University Scholarship as tutor)**
University of Rome 3, Faculty of Economics, Rome, Italy
Main courses included International and Development Economics, Statistics Analysis System, Food Security, Human Development, Rural Development, Techniques of social participation.
- April 2003 **BA in Economics**
University of Rome 3, Faculty of Economics, Rome, Italy
Main courses included Macroeconomics, Microeconomics, Environmental Economics, Rural development, Economics of less developed countries, law, accountancy.
Experimental thesis in Agricultural Economics Development entitled: "Endemic corruption and its effects on economic development. The Zimbabwe Case".
final mark: 107/110
- May 2017 **Training course in Management of National Civil Service's projects and activities**
A.S.A.P – Agency for the Development of Public Administrations, Rome, Italy
Main courses included National Civil Service laws, regulations and directives; planning, training, monitoring, management of volunteers and young people selection
- June 2014 **Training course in "Financial instruments and the new European Programme 2014-2020"**
Enterprise Europe Network Lazio Academy at Incubatore BIC Lazio ITech in Rome

- May 2010 **Training course in “How to write a project proposal”**
BEUC (Bureau Européen des Unions de Consommateurs), Brussels
 Main courses included International and Development Economics, Statistics Analysis System, Food Security, Human Development, Rural Development, Techniques of social participation.
- February 2009 **Training course in “Guarantee, Unfair trade practices and credit instruments”**
Adiconsum - Consumers and environment association, Rome, Italy
- March 2008 **Training course in “Project Management and Funding”**
BEUC (Bureau Européen des Unions de Consommateurs), Brussels
- April/May 2007 **Training course in “Euro-Planning basic” and “Euro Planning advanced”**
BIC Lazio (Business Innovative Center), Regional Development Agency
- November 2006 **Workshop in “Euro-Planning”**
ASVI (Agency for development of the no profit sector)
- June 2006 **Training course “The European citizenship”**
Progetto Continenti NGO

FIELD EXPERIENCE

- September 2016 **Volunteer - Humaità, Brazil**
 Missionary trip to Amazonia to analyse the socioeconomic context of Humaità situated along the river Madeira and identify the main priorities of the community in order to develop a development project in cooperation with local population and with the help of Capuchin friars.
- July 2015 **Volunteer - Manaus, Brazil**
 Missionary trip to Amazonia in order to support the community of “Cidade de Deus”, a “favela” of Manaus, and helping to build up a polyvalent centre for youths with the help of Capuchin friars.

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	B2
Spanish	A2	A2	A2	A2	A1
Portuguese	A1	A1	A1	A1	A1

- Communication skills** ▪ Good relational and communication skills gained through my experience as speaker in public speaking (in conferences, seminars, etc.) as well as in the activity of consortium building and relations with national and European partners.
- Organisational / managerial skills** ▪ Ability to work in team
▪ Problem solving skills
▪ Adaptability in multicultural environments
▪ Ability to work with targets and deadlines
▪ Planning and multi-tasking ability
- Computer skills** Excellent command of Microsoft Office, Internet Explorer, Statistic Analysis System, PowerPoint, Good competences in Photoshop, Microsoft FrontPage, QuarkX Press.
- Driving licence** ▪ Type B

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