




## Giulia Ceolato

**Date of birth:** 09/10/1975


**Nationality:** Italian

**Gender:** Female

### CONTACT

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### WORK EXPERIENCE

**10/2022 – 31/03/2023** Italy

#### **Project Assistant** Unioncamere del Veneto

Operational support to the activities of the project GYMNASIUM NEXT II: preparation of activity and financial reports; implementation of actions to be organized in the field of mobility of entrepreneurs selected by Unioncamere del Veneto and other partners (recruitment, management of applications, matchmaking, and follow up of mobility); support and implementation of communication activities and dissemination of project results (seminars, workshops and publications).

**12/2021 – 30/09/2022** Venezia, Italy

#### **In-house consultant** Unioncamere del Veneto

Works as UCV staff in the local activities related to job and business orientation (Start Up and Wannabee entrepreneurs); managing projects involving the activity and financial reports; managing webinars and online workshops; management of social media and other communication tools to manage interaction with the public for promotion purposes.

**2016 – CURRENT** Venezia, Italy

#### **Management of tourist rental flats**

Managing administrative and bureaucratic paperwork. Managing the promotion of the flats and bookings through the main online portals. Taking care of guest relations and customer reception.

**2014 – 2016** Venezia, Italy

#### **Management secretary** La Gabbianella e altri animali onlus

Secretarial work, event organisation, website and social network management, administration. Activities and workshops at the Giudecca women's prison for inmates and their children. Animation of talks between inmates and their children in the S. Maria Maggiore prison.

**2010 – 2014** Venezia, Italy

#### **Secretary general** RosetiEventi

Collaboration with poet Dania Lupi for the organisation of events and artistic performances. Production of advertising and information material. Sorting and management of electronic mail, creation and management of mailing lists.

**2008 – 2010** Italy

#### **Teacher**

Substitute teaching in literary subjects in middle school. Tutoring of middle and high school students.

**2005 – 2006** Venezia, Italy

#### **Secretary** Carnevale di Venezia

Administrative management, permit and concession applications, accounting and invoicing.

04/2005 – 07/2005 Italy

● **Marketing assistant** Asolo International Art Festival

Mailing list reaction and management. Management of relations with sponsors. Controlling the creation and production of advertising and merchandising material.

2004 – 2005 Venezia, Italy

● **Secretary** Veneziafiere SpA

Collaboration in the organisational secretariat of the following events: Venice Carnival 2004, Biennale Internazionale della Comunicazione Ambientale, Venezia Immagine - IV Salone della Fotografia di Venezia, VIII Salone dei Beni e delle Attività Culturali, Venice Carnival 2005.

2003 – 2004 Venezia, Italy

● **Secretary** Fondazione Querini Stampalia

Collaboration in the organisation of the study day about the work of Carlo Scarpa and the exhibition of the photographer Pino Guidolotti.

## EDUCATION AND TRAINING

2003 Altavilla Vicentina (VI), Italy

● **Expert in museum service management** Fondazione CUOA

Address Altavilla Vicentina (VI), Italy

02/2002 Venezia, Italy

● **Degree in Conservation of Cultural Heritage** Università Ca' Foscari

Address Venezia, Italy

1994 Valdagno (VI), Italy

● **High school diploma** Istituto tecnico commerciale Luzzatti

Address Valdagno (VI), Italy

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Italian

**Other language(s):**

**English**

**Listening**  
B2

**Reading**  
B2

**Spoken production**  
B2

**Spoken interaction**  
B2

**Writing**  
B2

**French**

**Listening**  
B1

**Reading**  
B1

**Spoken production**  
A2

**Spoken interaction**  
A2

**Writing**  
A2

## DIGITAL SKILLS

Microsoft Word   Microsoft Excel   google   gmail   microsoft powerpoint   social media