



Giulia Ceolato

Date of birth: 09/10/1975 | **Nationality:** Italian | **Gender:** Female

● WORK EXPERIENCE

06/2023 – CURRENT Venezia, Italy

PROJECT ASSISTANT UNIONCAMERE DEL VENETO

Operational support to the activities of the project GYMNASIUM PLUS: preparation of technical and financial activity reports; relation with the partnership; 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; support to the Coordinator in administrative activities and reporting of costs and financial flows, and in activities relating to agreement with entrepreneurs.

10/2022 – 31/03/2023 Venezia, Italy

PROJECT ASSISTANT UIONCAMERE 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 – 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

02/2002 Venezia, Italy

DEGREE IN CONSERVATION OF CULTURAL HERITAGE Università Ca' Foscari

1994 Valdagno (VI), Italy

HIGH SCHOOL DIPLOMA Istituto tecnico commerciale Luzzatti

● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | google | gmail | microsoft powerpoint | social media

