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| PERSONAL INFORMATION | Livia Menichetti  |
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| identité 01  | Umbria Region office Brussels, Rond Point Schuman 14, 1040 Brussels |
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|  lmenichetti@europa.regione.umbria.it  |
|  Livia MenichettiRésultat de recherche d'images pour "skype" liviamenic |
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| Female | 10/02/1983 |Italian/Greek |

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| WORK EXPERIENCE |   |

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| 12 July 2010 – present | European Affairs Advisor & Executive Assistant |
| Umbria Region Office in Brussels, Rond Point Schuman 14,1040 |
| * Organizing and steering President's activities within the European Institutions, in particular with the European Parliament (EP), the European Commission (EC) and the European Committee of the Regions (CoR);
* Organizing and managing the European agenda of the President and her missions;
* Organizing initiatives, seminars, conferences and events within the European Institutions promoting the European activity of the Umbria Region and of the President;
* Managing the relations with the European Commission and in particular with Commissioners Cabinets for the organization of meetings and official visits and delegations;
* Managing the relations with the European Parliament: follow-up of the Parliamentary Committees on regional development and cohesion policy and regular exchanges with MEPs;
* Assisting the President with her activity as full Member of the CoR;
* Monitoring and analysing European legislation, and documents; following legislative procedures in particular in the field of cohesion policy; structural funds ESI; EFSI fund, transport TEN- T connecting Europe;
* Drafting President’s speeches and reports on European issues;
* Managing the communication related to the European activity of the President: drafting press releases and managing the web content of the “European Activities” section of the Institutional website of the President.
 |
| Business or sector European Affairs |
| 1 September 2009-04 June 2010 | European Project Assistant  |
| Unisys Consulting SCRL, Avenue du Bourget 20, 1130 Brussels, Belgium* Managing the administrative aspects of the DESIS project (Framework Contract of the European Commission);
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| * Managing the relations with the European Commission for the provision of diverse IT services to General Directorates and Agencies;
* Human resources: selecting candidates for interviews at the European Commission and presenting them to the EC;
* Organising events: team buildings, meetings with Consultants and with the clients.
 |
| Business or sector Consulting Sector |
| 4 August 2008-28 August 2009 | Transfer Pricing Consultant  |
| **Ernst & Young Tax Consultants,** De Kleetlaan 2, 1831 Diegem (Brussels), Belgium |
| * Working on **Transfer Pricing** projects;
* Drafting company and industry analyses;
* Pursuing comparable searches: business description screening, internet search, write-ups;
* Monitoring the work of the **Organisation for Economic Co-operation and Development (OECD)** through the analysis and discussion of articles and reports.
 |
| Business or sector International Tax Consulting Services |
| 21 January-21July 2008 | Intern at Ernst & Young Subsidia |
| **Ernst & Young**, Avenue Marcel Thiry 204, 1200 Brussels, Belgium |
| * Working on **EU projects:** pursuing and drafting calls for proposals, in particular within **Marco Polo (Sustainable Freight Transport)**, **CIP (Competitiveness and Innovation Framework Programme)** and **Life+ (Environment) programmes.**
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| Business or sector European Project Consulting |

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| EDUCATION AND TRAINING |   |

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| 17September 2007- 14 December 2007 | Master Degree in European Studies-Community Advisor and Project Consultant |
| **European desk of the Belgian-Italian Chamber of Commerce** in cooperation with the **Institute of European Studies of the *Université Libre de*  *Bruxelles*** and the **Department of International studies of the University of Padua (Italy), Brussels** |
| * European Union construction from historical, juridical, institutional and economic point of view; European policies and strategies; successful EU projects: design and management.
 |
| March 2005-February 2007 | Master Degree in International Politics and Diplomacy 110/110 cum laude |
| ***Università degli Studi di Padova (Italy)***, Faculty of Political Science |
| * European and International History, European and International Economics, International & European Law, Sociology, Statistics, Foreign Languages (English and Spanish)Degree thesis: “The Netherlands: between European and Atlantic choices in the 1950s”.
 |
| November 2001-February 2005 | Bachelor Degree in International Relations 110/110 cum laude |  |
| ***Università degli Studi di Perugia (Italy),*** Faculty of Political Science |
| * History, Economics, Law, Sociology, Statistics, Foreign Languages (English and Spanish)Degree thesis: “Kurds’ treatment in Turkey, international legislation on human rights and self-determination”.
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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Italian |
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| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | C2 | C2 | C2 | C2 | C2 |
| French | C2 | C2 | C2 | C2 | C2 |
| Greek  | B2 |  B2 |  B2 |  B2 | C1 |
| Spanish  | A1 | A1 | A1 | A1 | A1 |
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|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |

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| Communication skills | * Very good communication skills gained through my work experience in particular when I was dealing with HR and I was presenting candidates to the European Commission in the context of job interviews but also in my current job where being able to communicate with people of different countries and cultures is fundamental.
* Good verbal communication skills: conveying messages concisely and clearly in multiple languages;
* Listening: being able to listen to and understand others needs (colleagues and hierarchy);
* Good negotiations skills gained in my experience as a European policy advisor to the President when I had to deal and negotiate with members coming from other countries or political groups;
* Ability to use social networks to convey messages (Facebook, Twitter, LinkedIn etc.).
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| Organisational / managerial skills | * Excellent organisational skills, keen eye for details, punctuality, ability to work in team acquired during my work experiences;
* Ability of planning and prioritizing gained through my job experiences where I was very often dealing with different projects at the same time;
* Very good time management: being able to work efficiently and to meet deadlines also under high- pressure situations;
* Problem solving approach and make decisions gained in my current job in which I have a high level of independence together with a high level of responsibility ;
* Coordination capacity: I had the chance to coordinate different expert working groups during my current job.
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| Job-related skills | * Good translation skills (from EN/FR to IT and vice versa) gained in my current job when very often I have to translate official documentation;
* Good writing skills in different languages (mainly IT, EN &FR) gained in my current job where I had to write speeches and reports in different languages
* Very good lobbying skills gained in my current job where I have to promote the position of Regions to the European Institutions (mainly the European Parliament)
* Very good relationship building and public relation skills gained in my current job in which I had to enter into contacts with many people coming from different environments (institutional, regional, private/industrial etc.)
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| Digital competence | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Proficient User | Proficient User | Proficient User | Proficient User | Proficient User  |
|  | Levels: Basic user - Independent user - Proficient user[Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)  |
|  | ECDL Certificate –European Computer Driving License  |
|  | * Good command of office (Word, Excel, Access, Power Point ) gained by following a computer course to obtain the : ECDL Certificate– European Computer Driving License that I obtained in December 2003;
* Good command of social networks gained during my current work experience as a Political Assistant
* Ability to create and manage website gained during my current work experience as a Political Assistant
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| Other skills | * Piano; Certified Body Step and Body Pump Trainer at LESMILLS INTERNATIONAL
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| Driving licence | B |