

PERSONAL INFORMATION

Damiano Pretto



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Sex Male | Date of birth 12/13/1989 | Nationality Italian

WORK EXPERIENCES

Sep 2016 - Present **Communication, External Relations, Junior Project Assistant**

**Agenfor International, viale Col di Lana 6 – 20136 MILANO (IT)
 / via Vedeggio 2 – 6807 TAVERNE (CH)**

EU-funded Projects Assistant c/o Ministry of Justice, Office for the Triveneto, Padua; Teleworking; Managing the external relations; Marketing & Social Networks Marketing; Managing relationships with external reporters from the war zones; Managing and updating the company website and its social media profiles; Translating and publishing articles / dossiers; Managing the contacts database and periodic newsletters; Video production, editing and sharing.

Mar 2016 - Jul 2016 **Communication & External Relations Trainee**

Agenfor International, via Vedeggio 2 – 6807 TAVERNE (CH)

Managing the external relations; Marketing & Social Networks Marketing; Managing relationships with external reporters from the war zone; Managing and updating the company website; Translating and publishing articles/dossiers.

Aug 2015 - Jan 2016 **Consultant on tort banking and tax**

Sdl Centrostudi SPA (BS) - IT

Oct 2014 - Nov 2014 **Reception and public relations officer**

**Università di Bologna, Scuola di Scienze Politiche, strada Maggiore
45 - BOLOGNA (IT)**

Receiving mail, office information and public relations.

Jul 2008 - Sep 2008 **Quality Control Department Operator**

Socotherm SPA, viale Risorgimento - ADRIA (RO) - IT

Carrying out the control of production lines, testing on production and computer data insertion.

Jul 2007 - Aug 2007 **Business Consultant Trainee**

GIEFFE SAS, Via De Ronconi 4 - 45011 ADRIA (RO) - IT

Payroll processing and accounting books.

Jun 2006 - Sep 2006 **Receptionist / Secretary**

Hotel Villa Derna, Viale Leopardi - 47921 RIMINI (IT)

Receptionist, Secretary with the task of placing the guests in the rooms;
Assigned also to dining area.

EDUCATION AND TRAINING

2012 - 2014 **Master Degree in International Cooperation, Development and Human Rights**

School of Political Sciences, University of Bologna, Italy

2008 - 2012 **Bachelor Degree in International Studies**

School of Political Sciences, University of Bologna, Italy

Apr. 2011 **National Model United Nations Training Course**

United Nations Headquarters, New York (NY, USA)

2003 - 2008 **Commercial and Accountant Expert graduate**

ITCG "G. Maddalena" Adria (RO), Italy

PERSONAL SKILLS

Mother tongue Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Good	Excellent	Good	Good	Excellent
TOEIC: 680 / 1000					
French	Good	Good	Good	Good	Sufficient
Spanish	Good	Good	Sufficient	Good	Sufficient

Communication skills

- Good capacity of utilization and research on the internet;
- Daily use of Skype, social networks (Facebook, Twitter, LinkedIn, YouTube, Pinterest), company website, e-mails and newsletters (Mailchimp);
- Good use of writing/editing programs;
- Daily translation of documents, articles and interviews English - Italian and vice versa;
- Good communication skills gained through my experiences as Communication / External Relations Assistant c/o Agenfor International and University of Bologna and Quality Control Operator c/o Socotherm Spa.

Organisational / Managerial skills

- Strong organizational skills in team working and tele-working;
- Management and Translation of important documents;
- Respect the work deadlines and the relationships with project coordinators/partners and colleagues;

Digital competences

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Good	Good	Good	Good	Good

Level: Independent user

- Good command of video editing software Adobe Premiere Pro;
- Good command of Office suite (Word, Excel, Powerpoint, Outlook)
- Good command of audio editing software Adobe Audition CC, Virtual Dj, Serato DJ, Serato Scratch Live, Audacity.
- Good knowledge of material and instrumentation for audio / video recording.

Driving licence B, car owner.

**ADDITIONAL
INFORMATION**

Other skills Events planner: member and founder of “Adriatic Roots Sound” and “Bandolero Movement”, two groups of dj-s and promoters that are intended to promote reggae music and culture in Italy.

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