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| CURRICULUM VITAE  PERSONAL INFORMATION |  |  | |
| First name(s) / Surname(s) |  | **MARIACONCETTA ROSA MERLINI** | |
| Address |  | **Via Giuseppe Verdi, 155 - 95129 Catania** | |
| Telephone |  | **+39 338 8039189** | |
| E-mail |  | **maria.merlini75@gmail.com** | |
| Nationality |  | **Italian** | |
| Date of birth |  | **16/05/1975** | |
| **WORK EXPERIENCE** |  |  | |
|  |  |  | |
| • Dates |  | **Oktober 2022 – present** | |
| • Name and address of employer |  | Zooplus Italia S.r.l. – Genoa (Italy) | |
| • Type of business or sector |  | Online retailer of pet food and supplies. | |
| • Occupation or position held |  | Freelance translator (online) | |
| • Main activities and responsibilities |  | Translation of articles from German into Italian | |
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| • Dates |  | **November 2020 – present** | |
| • Name and address of employer |  | Magic Garden Seeds GmbH - Regensburg | |
| • Type of business or sector |  | Online retailer of plant seeds | |
| • Occupation or position held |  | Freelance translator (online) | |
| • Main activities and responsibilities |  | Translation of advertisements from German into Italian | |
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| • Dates |  | **August 2018 – present** | |
| • Name and address of employer |  | Guiding Sicily coop arl (Catania); Sacoin Cooperativa A R.I. (Catania); Dimensione Sicilia Incoming Tour Operator DMC (Catania); 500 Vintage Tours; Agemars S.r.l.; TUI Italia; Sicilymood | |
| • Type of business or sector |  | Incoming Tour Operators | |
| • Occupation or position held |  | Freelance Tour Guide | |
| • Main activities and responsibilities |  | Guiding groups, private parties or cruiseship passengers on daily tours or weekly tours in Sicily and the Amalfi Coast.  Work languages: Italian, English, French, Spanish and German | |
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| • Dates |  | **March 2013 - present** | |
| • Name and address of employer |  | Mandala Organic Tours (Ita); Bell’Odissea (Fra); Sicilia Insolita – Crilù Travel (Ita); Nomade Aventure (Fra) | |
| • Type of business or sector |  | Incoming Tour Operators | |
| • Occupation or position held |  | Freelance Tour Leader / Hiking Guide | |
| • Main activities and responsibilities |  | Guiding groups on hiking tours on Mount Etna and the Aeolian Islands and on discovery tours in Sicily.  Work languages: Italian, English, French, Spanish and German. | |
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| • Dates |  | **December 2021 – March 2022** | |
| **• Name and address of employer** |  | IZ–Bayern GmbH – Auerbach (Germany) | |
| **• Type of business or sector** |  | Company established specifically for the management of vaccination centres in Bavaria (Germany) | |
| **• Occupation or position held** |  | Administrative assistant in the vaccination centres – Straubing (Germany) | |
| • Main activities and responsibilities |  | Administrative activities, including registration, appointment scheduling, preparation of documentation according to legal requirements; patient history; instruction of vaccination procedure. | |
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| **• Dates** |  | **November 2020 – December 2021** | |
| **• Name and address of employer** |  | Norsan Italia s.r.l. – Bolzano (Italy) | |
| **• Type of business or sector** |  | Food supplement producer and retailer | |
| **• Occupation or position held** |  | Freelance translator (online) | |
| **• Main activities and responsibilities** |  | Translation of website content, advertisements, magazines and books from German into Italian. | |
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| **• Dates** |  | **February 2021 – September 2021** | |
| **• Name and address of employer** |  | IMS International Medical Services GmbH – Riedlhütte (Germany) | |
| **• Type of business or sector** |  | Company specialized in medical and ambulance services | |
| **• Occupation or position held** |  | Administrative assistant in the vaccination centre – Straubing (Germany) | |
| **• Main activities and responsibilities** |  | Administrative activities, including registration, appointment scheduling, preparation of documentation according to legal requirements; patient history; instruction of vaccination procedure. | |
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| **• Dates** |  | **November 2015 - April 2019** | |
| **• Name and address of employer** |  | Tourvest DMC (Johannesburg – South Africa); Kaylin Tours; Grosvenor Tours; Akorn Destination Management; Abercrombie & Kent; Kobo Safaris; Kwathlano; (Cape Town – South Africa) | |
| **• Type of business or sector** |  | Incoming Tours Operators | |
| **• Occupation or position held** |  | Freelance Tour Guide | |
| **• Main activities and responsibilities** |  | Guiding groups on tours in the Western Cape (South Africa); translating in tours in other regions and private game reserves of South Africa.  Work languages: Italian, English, French and Spanish. | |
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| • Dates |  | **January 2012 – January 2013** | |
| • Occupation or position held |  | Freelance translator | |
| **• Tätigkeitsbereich oder Branche** |  | Translations from and to Italian, English, French and Spanish and editing of various projects. | |
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| **• Dates** |  | **January 2011 – October 2011** | |
| **• Name and address of employer** |  | MCAPAZ – Federación Internacional Pacifista  Santa Cruz de Tenerife (Spanien) | |
| **• Type of business or sector** |  | International Development Cooperation / Humanitarian AidNGO | |
| **• Occupation or position held** |  | Field Project Manager – Aid projects in Haiti | |
| **• Main activities and responsibilities** |  | Manager of the following Projects:  • Restoration of St-Jean Orphanage – Cap Haitien funded by the Government of Canary Islands – Spain  • *Emergencia Haiti* funded by the Government of Canary Islands – Spain  • *Emergencia Cólera en Haiti* funded by the Governement of Aragón – Spain | |
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| **• Dates** |  | **February 2010 – September 2010** | |
| **• Name and address of employer** |  | MPDL Extremadura – Federación Internacional Pacifista (Spain) | |
| **• Type of business or sector** |  | International Development Cooperation / Humanitarian AidNGO | |
| **• Occupation or position held** |  | Field Project Manager – Aid projects in Haiti | |
| **• Main activities and responsibilities** |  | Manager of the following projects:  • *Ayuda de Emergencia a Haiti*, funded by the Government of Aragón – Spain  • *Ayuda para los desplazados por motivo del terremoto en Haiti*, funded by the Government of Asturias – Spain  • *Emergencia Haiti*, funded by the municipality of Barakaldo – Spain | |
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| **• Dates** |  | **July 2009 – August 2009** | |
| **• Name and address of employer** |  | MPDL Extremadura – Federación Internacional Pacifista (Spain) | |
| **• Type of business or sector** |  | International Development Cooperation / Humanitarian AidNGO | |
| **• Occupation or position held** |  | Intern | |
| **• Main activities and responsibilities** |  | Internship in the Project *Potabilization de l’eau du fleuve Niger avec des plantes macrophyte* | |
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| **• Dates** |  | **July 2008 – January 2009** | |
| **• Name and address of employer** |  | Arci – Associazione di Promozione Sociale – Catania (Italy) | |
| **• Type of business or sector** |  | Association for social development | |
| **• Occupation or position held** |  | Contractual Translator / Interpreter | |
| **• Main activities and responsibilities** |  | Translation of documents and work papers tand simultaneous interpretation for the *IV Encuentro de Juventudes Creadoras*, EU programme “Youth in Action” – action 3.2 “Youth in the World”.  Work languages: Italian, English, Spanish | |
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| **• Dates** |  | **February 2006 – December 2007** | |
| **• Name and address of employer** |  | Università di Catania – Centro di ricerca “F. Braudel” | |
| **• Type of business or sector** |  | Research Centre | |
| **• Occupation or position held** |  | Junior researcher | |
| **• Main activities and responsibilities** |  | Carrying out a research project on the wine, food and agriculture sector in the districts of Catania and Enna (Sicily).  - Participating in the research *Social cohesion and local development* funded by the EU Programme Interreg IIIC-SUD | |
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| **• Dates** |  | **November 2007** | |
| **• Name and address of employer** |  | Intermόn Oxfam – Madrid (Spain) | |
| **• Type of business or sector** |  | International Development Cooperation / Humanitarian Aid NGO | |
| **• Occupation or position held** |  | Intern | |
| **• Main activities and responsibilities** |  | Carrying out social mobilization, marketing and fundraising activities of Intermón Oxfam in Madrid | |
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| **• Dates** |  | **October 2002 – May 2007** | |
| **• Name and address of employer** |  | SOLCO S.r.l. – Roma (Italy) | |
| **• Type of business or sector** |  | Training company | |
| **• Occupation or position held** |  | Project Manager | |
| **• Main activities and responsibilities** |  | Management and Coordination of projects and training courses funded by the European Union, mostly from the ESF and EAFRD, carried out over the whole Sicilian territory. | |
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| **• Dates** |  | **February 2004 – December 2006** | |
| **• Name and address of employer** |  | Università degli Studi di Catania (Italiey)  CInAP – Centro per l’Integrazione Attiva e Partecipata | |
| **• Type of business or sector** |  | University Centre for Active and Participatory Integration of disabled students | |
| **• Occupation or position held** |  | Didactic tutor | |
| **• Main activities and responsibilities** |  | Learning assistance for disabled students | |
| **• Dates** |  | **October 2001 – December 2001** | |
| **• Name and address of employer** |  | ISTAT – Roma (Italy) | |
| **• Type of business or sector** |  | National Statistics Institute | |
| **• Occupation or position held** |  | Data collector | |
| **• Main activities and responsibilities** |  | Collecting datas for the National Census on Population and Buildings. | |
| EDUCATION AND TRAINING |  |  |
| • Dates |  | **21 December 2022** |
| • Name and type of organisation providing education and training |  | EODS (Election Observation and Democracy Support) |
| • Principal subjects/occupational skills covered |  | Webinar “People with Mental Disabilities: The Right and Opportunity to Vote”  Keynote speaker: Prof. Oliver Lewis (University of Leeds / Doughty Street Chambers |
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| **• Dates** |  | **23 November 2022** | |
| • Name and type of organisation providing education and training |  | EODS (Election Observation and Democracy Support) |
| • Principal subjects/occupational skills covered |  | Webinar “How the EU supports democratic elections abroad?”  Keynote speaker: Jean Costedoat-Miossec (DG for International Partnerships / European Commission) |
| • Dates |  | **May 2020 – October 2020** |
| • Name and type of organisation providing education and training |  | Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH – Chemnitz (Germany) |
| • Principal subjects/occupational skills covered |  | Course “Project Management in Health, Culture and Social Services” funded by the European Social Fund |
| • Dates |  | **February 2014 – January 2015** |
| • Name and type of organisation providing education and training |  | Livingstone Tourism Academy - Cape Town (SA) |
| • Principal subjects/occupational skills covered |  | Tourist guide course and exams |
| • Title of qualification awarded |  | Tourist Guide in South Africa |
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| • Dates |  | **January 2007 – January 2010** |
| • Name and type of organisation providing education and training |  | University of Catania – Faculty of Political Sciences |
| • Principal subjects/occupational skills covered |  | PHD “Concepts of citizenship in the building up of Europe”  Thesis on “Heterodox development theories in international development cooperation” |
| • Title of qualification awarded |  | PHD in Political Sciences |
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| • Dates |  | **October 2006 – October 2009** |
| • Name and type of organisation providing education and training |  | University of Extremadura - Badajoz (Spain) |
| • Principal subjects/occupational skills covered |  | Master in “International Development Cooperation and Humanitarian Aid” |
| • Title of qualification awarded |  | Master of Arts |
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| • Dates |  | **July 2008** |
| • Name and type of organisation providing education and training |  | Scuola Superiore Sant’Anna – Pisa (Italy) /Eurosservatori |
| • Principal subjects/occupational skills covered |  | Training course for STO (Short Term Observer) in E.U. Electoral Observation Missions |
| • Title of qualification awarded |  | Qualified STO registered in the E.U. Roster |
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| • Dates |  | **March 2008 – September 2008** |
| • Name and type of organisation providing education and training |  | IECP (Instituto de Estudios sobre la Paz y la Cooperaciòn) – Santo Domingo (República Dominicana)  University of Oviedo (Spain) |
| • Principal subjects/occupational skills covered |  | Online course in “Basic Sanitation” |
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| • Dates |  | **November 2001 – November 2002** |
| • Name and type of organisation providing education and training |  | University of Catania (Italy) |
| • Principal subjects/occupational skills covered |  | Master in “Social Policy, Equal Opportunities and Mediterranean Cultures” |
| • Title of qualification awarded |  | Master |
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| • Dates |  | **November 1993 – May 2000** |
| • Name and type of organisation providing education and training |  | University of Catania (Italy)  Faculty of Political Sciences |
| • Title of qualification awarded |  | University Degree in Political Sciences |
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| • Dates |  | **September 1988 – July 1993** |
| • Name and type of organisation providing education and training |  | Liceo Linguistico “S. Orsola”- Catania (Italy) |
| • Title of qualification awarded |  | High School Diploma |
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| PERSONAL SKILLS AND COMPETENCES |  |  |

**LANGUAGE SKILLS**

**Mother tongue: Italian**

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| **Other languages** | Understanding | Speaking | writing |
| **ENGLISH** | C2 | C2 | C2 |
| **SPANISH** | C1 | C1 | C1 |
| **FRENCH** | C1 | C1 | C1 |
| **GERMAN** | C1 | B2/C1 | C1 |
| **PORTUGUESE** | A1 | A1 | A1 |

**COMPUTER SKILLS**

Microsoft office (excel, word, power point), Internet

**ADDITIONAL PERSONAL EXPERIENCE**

* **August 2005 – Associazione Italia – Nicaragua**

Volunteer in a development cooperation project in Leòn district (Nicaragua)

**ADDITIONAL INFORMATION:**

* **Registered Touris Guide, Tour Leader and Excursionist Guide in Italy**
* **Qualified Tourist Guide in South Africa**