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| CURRICULUM VITAEPERSONAL 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 PacifistaSanta 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 |
|  |  |  |
| • 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**