

PERSONAL INFORMATION

Luca Lombardi

via Montaletto, 631, 47522 Cesena (Italy)

+39 349 373 3925

luca@uniser.net

Sex Male | Date of birth 24 Sep 88 | Nationality Italian

WORK EXPERIENCE

Jan 15 - Head of Project Design Unit

Uniser, Soc. Coop. Onlus, Forlì (Italy)
www.uniser.net

Coordinating the unit composed by 2 employees; development of new project proposal (Erasmus+; PON; pilot projects); Supporting in the implementation of EU projects. More than 100 EU project approved, total EU grants awarded: 22.000.000,00 €.

Business or sector Learning Mobility; EU projects

Nov 11 – Jun 19 Project officer

Sweden Emilia Romagna Network, Bologna (Italy)
www.sem.eu

Supporting the members of the network in planning and managing EU projects (EFC; LLP; Erasmus+ programmes); organisation of transnational events participated by delegations from different countries taking care of both practical aspects and contents of the meetings; administrative tasks (financial reporting, issuing of legal documents etc.); organisation of training seminars on project planning through the use of PCM and Logical Framework Methodology. Financial administration and reporting of EU project. 5 EU projects approved, total EU grants awarded: 966.270,00 €

Business or sector International relations; EU projects

Jan 12–May 12 Responsible for the project “european citizenship education”

Uniser Soc. Coop. Onlus, Forlì (Italy)
www.uniser.net

Defining the content of lectures for high school students and planning a calendar of the seminars with all the classes involved. Lecturing in 23 classes of 8 upper secondary schools for a total of 44 hours of lectures.

Business or sector Third Sector - Learning Mobility

Apr 11–Jul 11 Sales representative

Select Last S.L, Elda (Spain)
www.mlast.es

Setting up the meeting agenda with costumers; reporting activities and communication between Italy and the Spanish branch of the company, taking care of administrative tasks (issuing of invoices and orders), management of the showroom. Participation as exhibitor in the international fair Futurmoda 2011 held in Elche (Spain)

Business or sector Shoe Components

Feb 11–Aug 11 Export sales assistant

Martac srl, Forlì (Italy)
www.martac.it

Keeping contact and communication with foreign costumers, taking orders, issuing invoices,

scheduling shipments, translating commercial and legal documents. Participation as exhibitor in the international fair Lineapelle 2011 in Bologna.

Business or sector Shoe components

EDUCATION AND TRAINING

Dec 12–Mar 14	Master degree in Social Economy Alma Mater Studiorum - University of Bologna, Faculty of economics Third sector economics, law, management theories, ethical finance, fundraising, social reporting, accounting, public-private partnerships.	110/110 cum laude
Sep 07–Dec 10	Bachelor degree in international relations degree Alma Mater Studiorum - University of Bologna, Faculty of political science International law, international economics, history, international relations, political science, english, french.	101/110
Sep 02–Jun 07	Diploma of accounting and tourism Istituto tecnico commerciale Renato Serra, Cesena Notions of business economics, law, art, english, french and spanish.	93/100

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C2
TOEFL IBT score 100/120					
French	B2	B2	B1	B1	A2
DELTA B1					
Spanish	C1	C1	C1	B2	B1
Swedish	A2	A2	A2	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

During my working experiences I learned how to interact with different kind of subjects (public institutions, schools, private organisations like companies and non profit actors). I worked closely with civil servants, teachers and experts in different field from all over Europe. I often participated in international meetings as moderator of working groups, though I improved my social and public relations skills when interacting with civil servants, politicians and international organisations officers. I am used to public speaking.

I've also been responsible for keeping the members of the network constantly updated through: website management; issuing of newsletters, Facebook and Twitter

Organisational / managerial skills

I'm a fast learner. I can easily work individually focusing on assignment and respecting deadlines. I'm also perfectly confident in working in a team, coordinating and sharing tasks with colleagues. As head of Unit I manage a team of 2 people. I also coordinated working groups and contact making seminars

Curriculum Vitae

during transnational conferences in the context of European Projects.

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| Job-related skills | Good project management skills (advanced knowledge of the Project Cycle Management and Logical Framework Methodology) Knowledge of the European programmes. Competences in EU project writing. |
| Computer skills | ECDL (European Computer Driving Licence). I can fully use: Microsoft window os, Microsoft Office, Internet explorer, and outlook, I can also use all sorts of Apple osx including Iwork, Safari etc. I'm confident in web editing programmes like Dreamweaver and the HTML code. |

ADDITIONAL INFORMATION

- Master degree thesis: Alternative models of funding for non-profit organizations:
- the business plan of an alternative model.
- Faculty of economics' scholarship for research and development of thesis project abroad (3 months in Sweden).
- Bachelor Degree Thesis: The evolution of welfare State in Europe.
- Participation in a Leonardo da Vinci mobility project (3 month in Spain)