

SARA MANTOVANI

E-mail: [REDACTED]

[REDACTED]

[REDACTED] phone [REDACTED]

[REDACTED]; Born on [REDACTED]



## PERSONAL PROFILE AND MOTIVATION

Italian native speaker, with working knowledge of English and French. Substantial experience as administrator in project management, back office services design and provision as well as advocacy, PR, lobbying for and supporting political activities, at national and European level. Nearly 10-years work experience as head of cabinet of a Regional Ministry, executive assistant to a Member of European Parliament and manager for large political events and electoral campaigns. Academic background in Economics and Business.

## KEY SKILLS

- Proven team working skills in different contexts and positive attitude to problem analysis and solving;
- Successful track record of events design & management;
- Extensive expertise in administrative supporting services design, provision and monitoring;
- Ability to work in an international and multilingual environment, gained through a five-year experience at the European Parliament;
- Flexible and pragmatic approach to change and complex situations;
- Ability to identify priorities, design plans and cooperate to achieve the targeted goals;
- Ability to work well under pressure, juggling multiple tasks;
- Proven expertise in advocacy and lobbying, building and maintaining networks involving different stakeholders (MPs/MEPs, local administrators, academics, PA specialists) as well as leading campaigns.

## WORK EXPERIENCE

From November 2009 – PART TIME JOB

APT SERVIZI SRL (Tourist Board of the Emilia Romagna Region), Bologna, Italy

### FOREIGN MARKETS PR AND COMMUNICATIONS

- Organisation of PR campaigns to promote the Emilia Romagna region tourism sector in the UK, Belgian and Dutch markets (with special focus on Rimini);
- Briefing activity on evolving trends, crisis impacts, new opportunities of investment;
- Keeping regular contacts with ENIT (Italian government tourism board);
- Taking part and organise presence of operators to fairs and events;
- Organising educational tours for journalists;
- Business development;

From November 2010 part time job  
Holiday lettings (TripAdvisor group), Oxford, United Kingdom

### **ACCOUNT EXECUTIVE**

- Review of adverts published on Tripadvisor website in order to improve their appeal and commercial performances;
- Business development.

May 2008 - Oct 2009

REGIONE EMILIA ROMAGNA (PUBLIC ADMINISTRATION), Bologna, Italy

### **ADVISOR FOR LEGISLATION AND TRAINING**

- Follow up of the Regional and National legislative process;
- Briefing activity support to the Members of the regional parliament (MRP) and to the public at large on European and national laws;
- Responsible for the training of the staff (approx. 15 people): identification of the skills needs and organisation of courses and workshops;
- Background research for articles and speeches written by MRPs and speechwriting.

Jun. 2007– Dec. 2008

ASSOCIAZIONE 360 (POLITICAL THINK TANK) – ROME, ITALY

### **MANAGING DIRECTOR, ELECTORAL CAMPAIGN MANAGER**

- Management of the day to day operations of the organization and its staff (8 people);
- Event management (conventions and workshop), including financial planning;
- Set up and ongoing management of regional network of stakeholders;
- Liaison officer between MPs and stakeholders;
- Campaign officer for Mr. Enrico Letta, MP, during the 2007 primary elections for the Chairman of the Partito Democratico, coordination of the 150-strong volunteer network, planning of the related political events.

Sep. 2004 – Apr. 2008

REGIONE EMILIA ROMAGNA (PUBLIC ADMINISTRATION), Bologna, Italy

### **HEAD OF CABINET, REGIONAL MINISTRY OF CULTURE**

- Management of the secretariat and the staff (10 people);
- Budget planning and monitoring;
- Events management;
- Preparation of weekly briefings on legislative activity;
- Campaign manager for the 2005 regional elections and the 2004 administrative elections.

Sep 2000 – Aug 04

EUROPEAN PARLIAMENT (PUBLIC ADMINISTRATION), BRUSSELS-STRASBOURG

## EXECUTIVE ASSISTANT TO MR. GUIDO BODRATO, MEP

- Keeping diary with attention to the parliamentary agenda;
- Follow up of activities of the Industry and Constitutional Affairs committees;
- Communications of the parliamentary activity: editing of a bi-weekly newsletter, organisation of press conferences and workshops;
- Liaison officer with other EU institutions, the Italian Government Parliament, trade associations, lobbies and other stakeholders;

### OTHER ACTIVITIES

Aside from the normal working activities, during the Jubilee Year in 2000 in Rome I was part of the team who was in charge of the logistics, welcoming and accommodation facilities for millions of pilgrims. This taught me how to be flexible and effective when dealing with very large scale events characterised by stress, heavy workloads, 24 hours availability and a huge diversity of unexpected problems to be solved (many of them of a very sensitive nature).

Jun. – Sep. 2000 2000JUBILEE ORGANISING COMMITTEE (RELIGIOUS CHARITY), ROME

#### **VOLUNTEER**

- Management of the volunteers providing assistance and information on accommodation to the pilgrims upon their arrival in Rome;

Oct.-Dec 1999 EUROPEAN PARLIAMENT (PUBLIC ADMINISTRATION), BRUSSELS-STRASBOURG

#### **STAGIAIRE AT THE EPP GROUP**

- Travel arrangements, managing correspondence;
- Assisting in committees works and all other office activities.

1992-1999 AZIONE CATTOLICA (NATIONAL CATHOLIC ASSOCIATION)

#### **MEMBER OF COUNCIL AND THEN PRESIDENT OF THE YOUTH MOVEMENT IN REGGIO EMILIA**

- Organisation of training activities, summer and winter camp, networking.
- Organisation of week-end activities for children and young people

### PROFESSIONAL TRAINING

Apr. 2000 UNIVERSITY OF MODENA (ITALY)

#### **BSC in ECONOMICS AND BUSINESS**

- Main subject areas: accountancy, marketing, law, business economics
- Final Dissertation on "The application of the Serv Qual model in the assessment of the actual and perceived quality of the services provided to firms by public institutions"

### IT SKILLS

Working knowledge of PC with Windows (2000; XP; NT); Microsoft Office; Internet and e-mail systems

### LANGUAGES

- ITALIAN: Mother tongue
- ENGLISH Fluent (written and spoken)
- FRENCH: Fluent (written and spoken)

## INTERESTS, HOBBIES AND SPARE TIME

A positive and problem-solving attitude, flexibility, ability to work in view of targets, under stress and strong sense of duty have provided me with a sound basis for further professional development. Friendly personality; committed to self-training and constant improvement.

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*References available on request*