

PERSONAL INFORMATION

Clizia Buniotto

✉ clizia.buniotto@univr.it

Date of birth 08/03/1988 | Nationality Italian

WORK EXPERIENCE

15 Mar 2016–30 Sep 2017

Research Support Activities, European Project Assistance, Hospital Front Office

Verona University - Neurosciences, Biomedicine and Movement Sciences Department, Verona (Italy)

Supporting research activities

Business or sector Scientific Research Support

Feb 2012–Jun 2012

Project Manager and Executive Management Assistant

Cros NT, Verona (Italy)

As a Project Manager: creation and maintenance of Project Plans. Coordination of all activities and resources in order to reach the project objectives within costs and timelines.

As an Executive Management Assistant: Support the Executive Management concerning operative issues and secretarial activities. Taking care of E.M. personnel affair scheduling and planning meeting and appointments, archiving documents, following fiscal and bank account and payments, travel and booking management, planning and organizing office area.

Business or sector Pharmaceuticals - Contract Research Organization

Sep 2010–Apr 2011

International Projects Support Activities

Verona University - Motor Sciences Faculty, Verona (Italy)

Being responsible for several international projects run by the faculty, as well as for collaborating partnerships with some European Community Projects.

Main responsibilities: to manage every aspect of an international project, being it about administrative, relational, organisational or promotional tasks.

Business or sector Motor sciences - International Projects

Dec 2009–Aug 2010

Project Assistant

Azienda ospedaliera di Verona - ARC-Net Centre for Applied Research on Cancer, Verona (Italy)

Administrative and organisational responsibilities: learning how to structure the management of a scientific research project both from a financial and organisational point of view.

Business or sector Scientific Research Sector- Administrative Area

Mar 2009–Nov 2009

Scientific Research Project Writing + Data Entry

Azienda ospedaliera di Verona - Department of Neurological Sciences, Verona (Italy)

Collaborate to the writing and dissemination of a Scientific Research Project, doing research about a specific field, collecting and entering data.

Business or sector Scientific Research Support

EDUCATION AND TRAINING

Apr 2011–Mar 2016

Master Degree in Philosophical Sciences

Verona University, Verona (Italy)

Main research areas:

- Philosophy of Language
- Philosophical Hermeneutics
- Political Philosophy - Biopolitics, Gender Theories, Bioethics
- Ethics and Moral Philosophy
- Epistemology and Philosophy of Science
- Theology and Philosophy of Religion
- Aesthetics and Philosophy of Arts
- Philosophy of History
- History of Philosophy
- Basis of Psychology, Psicoanalysis, Neurosciences, Sociology, Anthropology

Oct 2007–Mar 2011 Bachelor Degree in Philosophy

Verona University, Verona (Italy)

Main research areas:

- Philosophy of Language
- Philosophical Hermeneutics
- Political Philosophy - Biopolitics, Gender Theories, Bioethics
- Ethics and Moral Philosophy
- Epistemology and Philosophy of Science
- Theology and Philosophy of Religion
- Aesthetics and Philosophy of Arts
- Philosophy of History
- History of Philosophy
- Basis of Psychology, Psicoanalysis, Neurosciences, Sociology, Anthropology

Jul 2012–Oct 2012 Master in Events Management, Scientific Congresses and Incentive Travel

Centro Studi CTS, Roma (Italy)

Event Organization, Scientific Congresses Organization (focus on ECM System), Marketing, Effective Communication, Green meeting, Incentive Travel, Intercultural Communication, Software SEM2000.

Leads to the following Professional Figures: Professional Congress Organizer, Congress Manager, Corporate Meeting Planner

Sep 2001–Jun 2007 High School Leaving Qualifications in Languages

Istituto Lavinia Mondin, Verona (Italy)

Languages (English, Spanish, German)

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

English	C1	C1	C1	C1	C1
Spanish	B2	B2	B2	B2	B2
German	B1	B2	B1	B1	B1

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

Communication skills

- Team spirit
- Good ability to adapt to multicultural environments, gained through my work experience abroad
- Effective Presenting and Communication skills (certified)

Organisational / managerial skills

- Good learning abilities
- Sense of organisation
- Initiative / Proactivity
- Integration & teamworking
- Method- Good problem solving skills

Job-related skills

- Events organization
- Team Building events organization
- Green Events organization
- Incentive Travel organization

Digital competence

- Good command of Microsoft Office tools (Word, Excel, PowerPoint, Access), database searching, acquaintance with Internet
- Basic knowledge of graphic design applications (Adobe Illustrator, PhotoShop)
- SEM2000 Competence Certificate (Software for congresses and events management)
- Good Knowledge of the following softwares: Mindmanager, FileMaker Pro, SOLUZIONE Agenti

Other skills

Scuba Diving, Taiji Quan, Medieval Fencing, Historical Archery, Historical Reenactment, Travelling, Sommelier, DIY

Driving licence

B