

# EUROPEAN CURRICULUM VITAE FORMAT



## PERSONAL INFORMATION

Name **TETI PAOLA**  
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Nationality Italian

## WORK EXPERIENCE

- Dates (from – to) From February 2017 to date
- Name and address of employer University of Rome “Foro Italico”
  - Type of business or sector Public body
  - Occupation or position held International Relations Officer
- Main activities and responsibilities Informing and counselling students and University staff regarding the possibilities of a mobility stay, as well as the promotion of such stays abroad. Supporting incoming international mobility students and hosting visits by delegations from international universities and other public bodies. Managing establishment of new partnerships and strengthening of existing partnerships. Drawing up reports, documents and business correspondence pertaining Erasmus + projects, carefully monitoring eligibility of activity and expenditures with respect to EU guidelines and to the authorized budget; preparing financial statement and bank transfers to Erasmus + beneficiaries. Liaising with EU and National Agency in the planning and execution of Erasmus + project. Managing International Credit Mobility projects coordinated by the university (2015-1-IT02-KA107-014697; 2018-1-IT02-KA107-047556; 2022-1-IT02-KA171-HED-000075228). Up to 2024, member of the university Privacy Team, in charge of drawing up Information Notices on processing of Personal Data and compliance with the GDPR. Informing and counselling international candidates and students as to the programmes offered at our university, as well as on the possibility of scholarships and on VISA/Permit of stay applications.
  
- Dates (from – to) From March 2009 to January 2017
- Name and address of employer University of Rome “Foro Italico”
  - Type of business or sector Public body
  - Occupation or position held Executive Assistant
- Main activities and responsibilities Performing activity in support of the implementation and development of present SPEED Tempus project (2013-2016) as well as of two earlier Tempus projects coordinated by the University of Rome “Foro Italico”, being in charge of the international mobility, of drawing up reports, documents and business correspondence pertaining the project, carefully monitoring eligibility of activity and expenditures with respect to EU guidelines and to the authorized budget; preparing financial statement and bank transfers to consortium co-beneficiaries. Contributing to the organization of the European Master in Health & Physical Activity, being in charge of drafting meeting’s, organizing meetings and mobility of involved academic staff; writing and translating in English documents for academic purposes and notices from the Students Office: updating of the study course’s website and marketing materials (Handbook, leaflets and posters); correspondence with students. Organizational support to international conferences held at the university (SFRR 2013, ENSSEE 2015)
  
- Dates (from – to) From November 1999 to December 2008
- Name and address of employer Manpower S.p.A, Rome
  - Type of business or sector Tertiary industry

- Occupation or position held
- Main activities and responsibilities

#### Executive Assistant

Initially, Assistant to the Sales & Marketing Director, creating presentations and drawing up documents (internal correspondence, meetings' minutes, letters to clients); collaborating in the organization of events with clients; scheduling all executive-level meetings and travel; monitoring budget and marketing expenditures, translating promotional materials and company documents in English.

From 2005, following transfer to Milan of the Sales & Marketing Offices, holding the position of Executive Assistant to the Chairperson, in charge of the internal company liaisons and of institutional relations, as well as of the smooth running of the representative office.

From February 2007 to December 2008, following the closure of the representative office in Rome, worked as consultant in the Professional Unit (Research and Selection of Qualified Staff).

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

From 1997 to 1998

Lasmo Mineraria S.p.A, Rome

Petroleum industry

Executive Assistant

Assistant to the Strategy & Development Director, performing all daily essential functions of her position, organizing thematic workshops, managing institutional relations.

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

From 1991 to 1996

American Express S.p.A, Roma

Service industry s

Assistant

International customer service representative

### EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
- Level in national classification (if appropriate)

1983-1989

University of Rome "La Sapienza"

Foreign Languages and Literatures, History, Linguistics

2nd level university degree in Foreign Languages and Literatures, with a final mark of 110/110 with honours

EQF7

#### MOTHER TONGUE

**ITALIAN**

#### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

#### ENGLISH

Excellent

Excellent

Excellent

#### German

Intermediate

Intermediate

Intermediate

#### French

Pre-intermediate

Pre-intermediate

Pre-intermediate

#### OTHER SKILLS AND COMPETENCES

Advanced course in "EU Projects" (2023), Università "La Sapienza";

Course in "Management of flat rate EU grants: unit cost, lump sum and flat rate" (2023), EU CORE; Courses on E+ Virtual Exchange (TEP Basic Training, 2020- Professional Development, 2022), UNICollaboration;

Course in "Planning, management and financial statement preparation of Marie Curie and REC projects" (2009). EU CORE.