



## Europass Curriculum Vitae



### Personal information

Surname(s) / First name(s) **Magni Laura**  
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Nationality Italian  
Date of birth 12.04.1978  
Gender Female

### Work experience

Dates January 2010 – until now  
Occupation or position held Editorial Secretary of the Collana ADAPT-Centro Studi Marco Biagi, Giuffrè editore, Milano  
Main activities and responsibilities Editing, linguistic and orthographic revision, translation of the articles in Spanish and French, editorial development of the works in course of publication  
Name and address of employer Adapt – Via San Benedetto, n. 6, Bergamo, Italy  
Type of business or sector Editorial

Dates January 2009 – until now  
Occupation or position held Member of the Editorial Board of *Diritto delle Relazioni Industriali* (quarterly review), Giuffrè editore, Milano (employee)  
Main activities and responsibilities Coordination of the editorial activities, maintaining contact with the authors, the members of the editorial board, such as the editor in chief and the management editor, and the publisher.  
Editing, linguistic and orthographic revision, translation of the articles in Spanish and French, editorial development of the works in course of publication  
Name and address of employer Adapt – Via San Benedetto, n. 6, Bergamo, Italy  
Type of business or sector Editorial

Dates March 2009 – until now  
Occupation or position held Web editor web site [www.adapt.it](http://www.adapt.it) (employee)  
Main activities and responsibilities Create and edit content in the Content Management System: articles, PDF files, links, images, questionnaire and newsletters  
Posting content around themes, such as publications, press reviews etc.  
Management software application that can send personal text and HTML series email to several database.  
Name and address of employer Adapt – Via San Benedetto, n. 6, Bergamo, Italy  
Type of business or sector Editorial (web)

Dates January 2006 – December 2008  
Occupation or position held Editorial Secretary of *Diritto delle Relazioni Industriali* (quarterly review), Giuffrè editore, Milano (employee)  
Main activities and responsibilities Editing, linguistic and orthographic revision, translation of the articles in Spanish and French, editorial development of the works in course of publication  
Name and address of employer Adapt – Via San Benedetto, n. 6, Bergamo, Italy

Type of business or sector	Editorial
Dates	December 2006 – December 2008
Occupation or position held	Web editor web site <i>www.csmb.unimore.it</i> (employee)
Main activities and responsibilities	Create and edit content in the Content Management System: articles, PDF files, links, images, questionnaire and newsletters Posting content around themes, such as publications, press reviews etc.
Name and address of employer	Adapt – Association for international and comparative studies in the field of Labour Law and Industrial Relations Industrial, 51, Viale Berengario, 41100, Modena, Italy
Type of business or sector	Editorial (web)
Dates	March – September 2007
Occupation or position held	Editorial secretary for the revision of the monograph "Istituzioni di diritto del lavoro" by M. Biagi, Giuffrè editore, Milano, 4 <sup>th</sup> edition
Main activities and responsibilities	Editing, linguistic and orthographic revision
Name and address of employer	Adapt – Association for international and comparative studies in the field of Labour Law and Industrial Relations Industrial, 51, Viale Berengario, 41100, Modena, Italy
Type of business or sector	Editorial
Dates	January – April 2005
Occupation or position held	Researcher
Main activities and responsibilities	Researcher for a survey commissioned by the Commune of Milan with a focus on transition from school to work policies in EU
Name and address of employer	Commune of Milan
Type of business or sector	Research
Dates	April 2004 – December 2009
Occupation or position held	Secretary of the Collana ADAPT-Fondazione Marco Biagi, Giuffrè editore, Milano
Main activities and responsibilities	Editing, linguistic and orthographic revision, translation of the articles in Spanish and French, editorial development of the works in course of publication
Name and address of employer	Adapt – Via San Benedetto, n. 6, Bergamo, Italy
Type of business or sector	Editorial
Dates	June – October 2004
Occupation or position held	Editorial secretary for the revision of the monograph "Istituzioni di diritto del lavoro" by M. Biagi, Giuffrè editore, Milano, 3 <sup>rd</sup> edition
Main activities and responsibilities	Editing, linguistic and orthographic revision
Name and address of employer	Adapt – Association for international and comparative studies in the field of Labour Law and Industrial Relations Industrial, 51, Viale Berengario, 41100, Modena, Italy
Type of business or sector	Editorial
Dates	January 1998 – December 2008
Occupation or position held	Volunteer
Main activities and responsibilities	Assistance, health and security service activities in ambulance, sport competitions and cultural events. Secretary service.
Name and address of employer	Italian Red Cross (Seriata, Bergamo)
Type of business or sector	Health

## Education and training

Dates	August 2009
Principal subjects/occupational skills covered	English (certificate of attendance, level B1), involvement in multiethnic activities and multilingual contexts
Name and type of organisation providing education and training	Oxford House School of English (Oxford)

Dates 2008  
 Title of qualification awarded Degree in Foreign Languages and Literatures (106/110)  
 Principal subjects/occupational skills covered Spanish and French Language and Literature, history of journalism, modern and contemporary art history  
 Thesis title (with Professor Stefano Ghislotti): *Pedro Almodóvar: il cinema nel cinema*  
 Name and type of organisation providing education and training University of Bergamo, Faculty of Foreign Languages and Literatures

Dates 1997  
 Title of qualification awarded High School Degree (51/60)  
 Name and type of organisation providing education and training Institute "Paolo Sarpi" (Classic Diploma)  
 Bergamo, Italy

**Personal skills and competences**

Mother tongue(s) **Italian**

Other language(s)

Self-assessment  
 European level (\*)

**Spanish**

**French**

**English**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Independent user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B1	Independent user	B2	Independent user	B1	Independent user	B2	Independent user	B2	Independent user
A2	Basic User	B1	Independent User	A2	Basic User	A1	Basic User	B1	Independent User

(\*) Common European Framework of Reference for Languages

Social skills and competences Good communication skills

Organisational skills and competences Sense of organisation (experience in working in stressful situation)

Computer skills and competences Good command of Microsoft Office (Word, Excel, Power Point, Publisher, Access), Internet Explorer. Macintosh knowledge.

Driving licence Driving licence, Category B