



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Todeschini Chiara**
E-mail chiara.todeschini@adapt.it
Nationality Italian

Work experience

Dates 26 April 2005 up today

Occupation or position held Employee in Adapt

Main activities and responsibilities May 2014 up today

Responsible for the Secretary'office area communication Adapt

She is responsible, in coordination with the Head of Communications, to analyze the trend themes for meetings / discussions / interviews / publications and she organizes the steps leading to the creation of each event.

She develops and proposes ideas to make functional communication to the image of ADAPT, especially outside the area, she supports the communication area for organizing events on behalf of ADAPT or third parties; she ensures that there is the implementation of the loyalty of contacts and the strengthening of cooperation with users / contacts / partners / associates.

January 2010 up May 2014

Member of Secretariat of PhD International Doctoral School in Human Capital formation and Labour Relations, University of Bergamo

Coordination between the teaching faculty and students with the supervision of Responsible of Higher Education & Placement Adapt: scheduling activities, organization of lessons, seminars, workshops and company visits.

Novembre 2006 up May 2014

Organizational coordination of conferences, workshops, master, training

Main important events: Rome, Adapt, Associazione Amici Marco Biagi, Centro Studi Marco Biagi, 15 march 2012, *"PROGETTARE PER MODERNIZZARE". Il pensiero e la Scuola di Marco Biagi, dieci anni dopo.*

Bergamo, International Doctoral School in Human Capital formation and Labour Relations, 16-19 october 2012, *Productivity, Investment in Human Capital and the Challenge of Youth Employment. Comparing Developments and Global Responses* (III edition).

June 2007 – Dicembre 2009

Auditor language and proofreader

Editing: some volumes of "Collana Adapt-Fondazione Marco Biagi", Giuffrè, Milano

January 2006 – December 2009

Coordination of the activity relating to the participation in various calls for proposals

and tenders in the sectors within the competence of Adapt – Association for International and Comparative Studies in labour Law and Industrial Relations, of Adapt Servizi Srl, of the International and comparative Studies Centre "Marco Biagi" and of the Marco Biagi Foundation (both based at the University of Modena and Reggio Emilia, Italy.

May 2005 – December 2005

Coordination of weekly on-line newsletter on labour law (Adapt Bulletin).

Research on web documents and insights concerning the right of work, interaction with the editorial staff and organization of calendar deadlines for delivery of articles and documents.

Revision of content. Layout using desktop publishing software.

Name and address of employer	From october 2005 to december 2007 ADAPT Associazione per gli Studi Internazionali e Comparati sul Diritto del Lavoro e sulle Relazioni Industriali - Viale Berengario 51, Facoltà di Economia Marco Biagi - Università di Modena e Reggio Emilia (Italy)
Type of business or sector	From January 2008 till now Adapt Servizi Srl – Via San Benedetto, 6 – 24122 Bergamo (Italy) - Study the development of Labour law with a particular focus on industrial relations, in comparative and interdisciplinary dimension - Organization of training courses for companies, institutions, associations with the aim of forming, specialise or update skills in specific areas and / or sectors of the structure.
Dates	October 2004 - 24 April 2005
Occupation or position held	Work on project
Main activities and responsibilities	Telemarketing – elaboration of the strategies to customise the Quality model according to the ISO:9001 norms in various sectors: enterprises, schools, public bodies, RSA, dentist studios etc.
Name and address of employer	MA.IN Management&Innovazione s.a.s. – Society for enterprise consultancy - Via Broseta 54, 24100, Bergamo (Italy)
Type of business or sector	Company to provide advice and business organisation
Dates	May 2004 - June 2004
Occupation or position held	Formative stage
Main activities and responsibilities	Sector Quality System - updating of the check-list and of modules Quality System on the portal business.
Name and address of employer	Brembo S.p.A. - Via Brembo, 25 – 24035, Curno (Bg) - Italy
Type of business or sector	Multinational company - technology sector
Education and training	
Date	March 2007
Title of qualification awarded	Certificate of participation at the conference: <i>Study Days on the VII Framework Programme for Research and Technological Development of the European Union.</i>
Name and type of organisation providing education and training	Studio Associato Cippitani & Di Gioacchino, Studio Legale e Commerciale (Italy)
Level in national or international classification	Certificate of participation
Date	December 2006
Title of qualification awarded	Degree of Master university in <i>Employability and Placement</i>
Principal subjects/occupational skills covered	Title thesis: <i>Theoretical and comparative study on welfare systems in Europe.</i>
Name and type of organisation providing education and training	University of Modena and Reggio Emilia – “Marco Biagi” Economics faculty (Italy)
Level in national or international classification	Degree of Master of the first university level
Dates	November 2003 – June 2004
Title of qualification awarded	Training course in <i>Integrated quality management, security, environment and social responsibility in industrial field and in the world of services.</i>
Principal subjects/occupational skills covered	Knowledge of UNI EN ISO 9001:2000, UNI EN ISO 14001:1996, BSI OHSAS 18001: 1999, Dlg 626/94, Regulation EMAS
Name and type of organisation providing education and training	University of Bergamo - Economics faculty (Italy)
Level in national or international classification	Advanced level course
Dates	September 1998 – 6 October 2003

Title of qualification awarded **Doctor in philosophy** (specialisation in ethics)
 Name and type of organisation providing education and training Catholic university of Sacro Cuore of Milan (Italy)
 Level in national or international classification 4 year degree

Dates September 1993 - July 1998

Title of qualification awarded **Classic maturity**
 Name and type of organisation providing education and training Classic College "S.Alessandro" of Bergamo (Italy)

Personal skills and competences

Mother tongue(s) **italian**

Other language(s)

Self-assessment
European level ()*

English

French

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
B1	B2	B1	A2	A2
B1	B2	B1	A2	A2

() Common European Framework of Reference for Languages*

Social skills and competences Good predisposition to interpersonal relationships and teamwork; ease of oral and written communication; capacity of attention and listening; willingness to learn and implement new strategies

Organisational skills and competences Good capacity for coordination and management of unforeseen / initiatives gained during the work experience

Computer skills and competences Good knowledge of Word-Excel, Internet, software of e-mails user

Driving licence B category

Additional information

I authorize the processing of personal data, including sensitive ones, under and for the purposes of Italian Decree Law 196/2003.

12 June 2014 - Chiara Todeschini