

PERSONAL INFORMATION

Giulia Rossi



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Date of birth 12/06/1993 | Nationality Italian

WORK EXPERIENCE

May 2023 – Currently

Executive Assistant

Think Global Srl  
Rome - Italy

▪ **Administrative Back-Office Support**

Provide comprehensive administrative support to ensure the smooth operation of day-to-day activities. Oversee document management, including the organization and archiving of important files and documents. Handle contractualization processes with consultants, experts and suppliers. Assist in other administrative tasks.

▪ **Logistics Support and Administrative Coordination for International Projects**

Coordinate logistics for humanitarian aid and development projects. Manage logistical aspects of international and multi-stakeholder projects.

▪ **Drafting Proposals for International Tenders**

Drafting and submission of comprehensive proposals for tenders from various donors, including bilateral cooperation agencies and UN Agencies. Collaborate with cross-functional teams to gather necessary information, compile data and ensure proposals meet the required standards and deadlines.

▪ **Monitoring and Evaluation (M&E) Assistance**

- **Data Collection and Analysis:** Assist in designing data collection tools to gather qualitative and quantitative data. Collect data from various sources, including field visits, interviews, and secondary sources, ensuring data accuracy and reliability. Organize data in databases or spreadsheets for analysis. Data Analysis to identify trends and insights that can inform decision-making. Monitor ongoing projects to track progress against set objectives and key performance indicators (KPIs).
- **Reporting:** Assist in drafting reports and presentations based on collected data, that detail project progress, outcomes, and impacts, and manage budgets and accounting to ensure financial accountability and transparency. Ensure that all reporting is aligned with donor requirements and organizational standards.
- **Support in Evaluation Processes:** Assist in conducting focus group discussions, interviews, and other qualitative methods to gather in-depth insights. Compile and synthesize evaluation findings into comprehensive reports, highlighting key lessons learned and best practices.
- **Quality Assurance and Compliance** of M&E activities to ethical standards and protocols, particularly in data collection and handling. Verify that data collection and reporting are conducted in compliance with organizational policies and donor requirements.
- **Stakeholder Communication** to facilitate data collection and clarify M&E processes. Assist in preparing presentations and briefings for stakeholders. Maintain clear and effective communication channels with all relevant parties.

▪ **Social Media Support**

Main projects and working areas:

1. *Needs Assessment And Proposal For Health Programme (Strengthening Maternal & Child Health in Afghanistan) - La Chaîne de l'Espoir (Aga Khan Foundation) - Afghanistan*  
Role: Administrative and Logistics Coordination
2. *Baseline and Endline, project "Promoting Climate Resilience Food Security in Jubbaland" – GIZ - Somalia*  
Role: Administrative and Logistics Coordination
3. *Intermediate and Final Evaluation of the project "From Field to Market" (AICS funded project) - Helpcode - Mozambique*  
Role: Monitoring & Evaluation Assistant, Administrative and Logistics Coordination
4. *Development of Zambia's costed Primary Health Care (PHC) Strategy (2024–2030) and costed Operational Plan (2024–2026) - UNICEF - Zambia*  
Role: Administrative and Logistics Coordination
5. *Intermediate and Final Evaluation, project "ECO TUR INCA" (AICS funded project) - OIKOS Onlus - Colombia*  
Role: Monitoring & Evaluation Assistant, Administrative and Logistics Coordination

6. *Mid-term External Evaluation of ACF project Multisector emergency response and crisis resilience to the conflict-affected populations in Cabo Delgado - Action Contre la Faim – Mozambique*  
Role: Reporting and Support Officer, Administrative and Logistics Coordination
7. *External Mid-Term Evaluation And External Final Evaluation of the project “EDU TOP” (AICS funded project) – COMI - Lebanon*  
Role: Reporting Officer, Administrative and Logistics Coordination
8. *External Final Evaluation of the project “Odiare non è uno sport 2” (AICS funded project) - CVCS - Italy*  
Role: Reporting Officer, Administrative and Logistics Coordination
9. *Intermediate And Final External Evaluation, Project “Amazi Mesa”(AICS funded project) - Movimento per la Lotta contro la Fame nel Mondo – Rwanda*  
Role: Reporting Officer, Administrative and Logistics Coordination

February 2022 – January 2023

### Administrative Manager

Scuola Internazionale di Lingue  
Rome - Italy

- Daily administration duties: electronic invoicing, payment receipts, orders, relationship with vendors, journal entry.
- H.R. duties: hiring and training employees and taking corrective action when necessary.
- Developing and improving administrative systems and courses procedures.
- Overseeing international projects.
- Working with the accounting and management teams to monitor spending, process payroll and other expenses.
- Collecting, organizing, and analyzing information about the school.
- Management and maintenance of the school, coordinating the suppliers.
- Management and didactic supervision of the courses
- Secretariat duties: front office and back office activities (correspondence, enrolment, payment, meetings organization).

November 2018 – February 2022

### Organizational Manager and Administrative secretariat

Calciosociale S.S.D. Onlus  
Rome - Italy

- Business management, organization and coordination of the activities of the center (sports, projects, educational activities).
- Administration tasks: receipts and invoices management, orders, relationship with suppliers.
- Front and back office activities: manage appointments, booking, payments, registrations and correspondence.
- Act as a contact point for clients and the CEO.
- Management of a small bar (supply chain, direct selling, etc.).
- Employees administration.
- Events manager.

August 2018 – December 2018

### Recruiting Office Assistant

C.E.S.C. Project  
Rome – Italy

- Recruiter Office Assistant for International Civil Service (S.C.N. all'estero) mainly for South America based projects.
- Secretariat duties, correspondence.
- Analysis and profiling of the candidates.
- Data entry.

March 2018 – August 2018

### Receptionist

Roma Camping Village  
Roma - Italy

- Receptionist duties: customer service activities.
- Payment managing.
- Check-in and check-out, bookings, room service.
- Reclaim operations and meeting with special needs of the customer.

**International Civil Service**

La Máquina de los Sueños NGO  
La Plata - Argentina

- NGO representative with the objective of creating new networks and partnerships.
- Manager and executive roles of the activities for children, young people and mothers of the area.
- Assistant of the activities in the kindergarden "La Casita de Ughetto".
- Secretary duties: payments, registration, correspondence.

May 2016 – August 2016

**General Assistant**

The Red Lion Hotel  
Milton Keynes – United Kingdom

- Receptionist of the hotel.
- Bartender and waitress.
- Secretariat duties for both restaurant and hotel: correspondence, bookings, payments.

**EDUCATION AND TRAINING**

March 2024 – May 2024

**Monitoring and Evaluation Certification Programme**

ITC - ILO International Training Centre, Turin – Italy

September 2012 – November 2015

**Bachelor's degree in Linguistic and Cultural Mediation**

European Qualification Level 6

Ca' Foscari University, Venice – Italy

Universidad de Zaragoza, Zaragoza – Spain (thanks to 6 months Erasmus Project)

- Spanish (C2 Level), English (C2 level), Linguistics, Interpreting in Spanish and English, International Law, Business Administration, Literature and History of Spanish speaking countries.

September 2018 – January 2019

**CUMED –University Multidisciplinary Course on Human Rights Education "Protect children and teenagers"**

UNICEF at La Sapienza University, Rome - Italy

September 2007 – June 2012

**High School Diploma in Tourism**

European Qualification Level 4

Istituto Tecnico Statale per il Turismo "G. Mazzotti", Treviso - Italy

**PERSONAL SKILLS**

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	B2
Spanish	C2	C2	C1	C1	C1
French	A2	A2	A2	A2	A2
German	A2	B1	A2	A2	A2

- Communication skills**
- Great listening attitude, respecting the opinions of others and the ability to keep calm even when I am facing very stressful situations, due to my several experience with customers.
  - Capability of meeting with the reality of things and people, understanding how to interact with every situation I meet.

- Organisational / managerial skills**
- Thanks to my experiences, I developed my abilities in the management of group work, meeting up with both my personal and other members' needs.
  - Precision and attention to detail are part of my professional endeavour, since I had to meet with the expectations of clients.

- Computer skills**
- Advanced knowledge of Microsoft Word / Excel / Powerpoint.
  - Good knowledge of main social media platforms (Facebook, Instagram, LinkedIn, TikTok, etc.).
  - Good knowledge of different web browsers (Microsoft Internet Explorer, Chrome, Mozilla Firefox) and email softwares (Microsoft Outlook, GMail).

- Good knowledge of Canva and Visme.

## ADDITIONAL INFORMATION

## Driving license

- B

Other Courses/  
Certifications

- BLSD certification
- HACCP certification
- Volunteer in the UK with children (from 3 months old to 7 years-old) (summer 2014 -2016)
- MOOC course on "International Law" with Université catholique de Louvain (2018).
- Quechua Language course at "Universidad Nacional de La Plata" in Argentina (2017).
- MOOC Course on Human Rights Defender with Amnesty International (2017).
- Hostess certification (2010 - 2012).
- Tourist Entertainment certification (2011).
- Europass Mobility (2011).
- Youthpass certification with the project "Jugend in Aktion" (2010).

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