

Michela LANCELLOTTI

INFO

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- 🌐 [linkedin.com/in/michela-lancellotti/](https://www.linkedin.com/in/michela-lancellotti/)
- 🌍 Nationality: Italian
- 📅 Birthdate: 15/12/1996



LANGUAGES

- **ITALIAN** Mother tongue
- **FRENCH** Advanced
- **ENGLISH** Advanced
- **SPANISH** Advanced
- **PORTUGUESE** Intermediate
- **JAPANESE** Basic

DIGITAL SKILLS (comm&design)

ADOBE CS (Photoshop, InDesign, Spark)
WEB DESIGN SOFTWARE (Jimdo, Google Sites)
EMAIL MARKETING SERVICE (MailJet)

PROACTIVE
FLEXIBLE
CREATIVE
ORGANISATIONAL SKILLS
WORK UNDER PRESSURE
TEAMWORK

DIGITAL SKILLS (workflow)

MS OFFICE (Word, PowerPoint, Excel)
COLLABORATIVE SOFTWARE
CAT TOOLS (SDL Trados Studio)

EDUCATION



TRANSLATION AND SPECIALISED MULTILINGUAL COMMUNICATION

2018 - present UNIVERSITY OF GENEVA - Master's degree

- Translation FR-EN>IT (legal, economic, financial)
- Corporate communication (multilingual finance&marketing)
- Multimedia communication
- Economics, public finance, international law, language policy and management



INTERCULTURAL AND LINGUISTIC MEDIATION

2015 - 2018 UNIVERSITY OF BOLOGNA - Bachelor's degree
Final grade: 107/110



SOCIAL MEDIA MANAGER & COMMUNICATION

2020 - present Montecatini International Short Film Festival

- Social media manager (Instagram & Facebook)
- Content creation & graphic design
- Uploading website & archives
- Support for the management of new projects
- Public relations



SUPPORT - UN CULTURAL ACTIVITIES

2019 United Nations Office at Geneva
Support during events (concerts, film screening)

WORK EXPERIENCE



FEB-AUG 2020

INTERN - EVENT SUPPORT - CULTURAL DIPLOMACY & OUTREACH UNITED NATIONS OFFICE AT GENEVA, Geneva (Switzerland)

- Event management (UN Cultural Activities, Knowledge and Learning Commons, Library Talks)
- Designing and editing promotional materials and newsletters
- Social media management (Facebook, Twitter)
- Public relations & Administration (event summaries, official correspondence, calendar, archives)
- Producing online events (MS Teams Live Event, Webex)



JUL 2017

INTERN - TRANSLATION & LOCALIZATION MAGIC LEADER SRL, Ravenna (Italy)

- CRM software localization
- Translation & proofreading of PPT files and texts for website (IT > EN)



JUN-JUL 2014

INTERN - DEPARTMENT OF EXTERNAL RELATIONS & PROMOTION PORT AUTHORITY OF RAVENNA, Ravenna (Italy)

- Back office
- Assistant for event management