

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **MATTEO BERTOLINO**
Address **Rua do Basquiños 32, Santiago de Compostela, 15704 (A Coruña), Spain**
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Fax
E-mail info@matteobertolino.com / www.matteobertolino.com
Nationality Italian
Date of birth 26-11-1977

WORK EXPERIENCE

- Dates (from – to) 05-2015 – ongoing
- Name and address of employer Medicos del Mundo_Galicia. Galeras 34, Santiago de Compostela, Spain
- Type of business or sector NGO – health
- Occupation or position held Volunteer – Communication
- Main activities and responsibilities Volunteer in the communication department; responsible for the coordination of the volunteers' group on communication; management of social networks, blog, communication strategies and campaigns;
Media management
Coordination and realization of a collective photographic expo on Human Trafficking and Sex Work
Photographer
Volunteer within the Migration program

- Dates (from – to) 01-2011 → 06-2011
- Name and address of employer ONAEM, Cochabamba, Bolivia
- Type of business or sector NGO – sex workers
- Occupation or position held Volunteer – Communication
- Main activities and responsibilities Volunteer in communication. Realisation of a photographic-documentary on Female Sex Workers in Cochabamba. Support to the communication and sensibilisation activities of the NGO (construction of a photographic archive, realisation communication materials)

- Dates (from – to) 01-2011 → 04-2011
- Name and address of employer SODIS
- Type of business or sector NGO – water sector
- Occupation or position held Consultancy in Communication and Development
- Main activities and responsibilities Photographic documentation of 3 selected projects in rural areas
Construction of SODIS's-Bolivia photographic archive
Organization of a photographic exposition within a larger promotional/fund-raising event



- Dates (from – to) 07-2010 → 04-2011
- Name and address of employer IPADE
 - Type of business or sector NGO – local development
 - Occupation or position held Consultancy in Communication and Development
- Main activities and responsibilities Photographic documentation of all ongoing projects/activities . Realisation of communication-sensibilisation materials. Construction of IPADE's Bolivia photographic archive

- Dates (from – to) 03-2009 → 03-2010
- Name and address of employer CISV
 - Type of business or sector NGO
 - Occupation or position held Country Coordinator/Representative – Mali, Bamako
- Main activities and responsibilities Responsible of the coordination and monitoring of overall projects' activities;
Responsible of the ordinary relation with local authorities, donors, institutional stakeholders and all other actors involved in CISV's projects;
Responsible of the coordination and monitoring of the local and expatriate staff Technical and financial responsibility of a number of projects/initiatives implemented;
Responsible of the supervision and coordination of all administrative and financial matters;
Responsible for the photographic archive of the NGO and for the realisation of a communication strategy

- Dates (from – to) 02-2007 → 10-2008
- Name and address of employer UTL – Local technical Unit – Ministry of Foreign Affairs (MAE), Italy. Guatemala.
 - Type of business or sector Bilateral Cooperation
 - Occupation or position held Referent – Focal Point for El Salvador. Italian Embassy in San Salvador.
- Main activities and responsibilities Responsible for the follow up of the projects-programs implemented at country level (direct, bilateral, multilateral, NGOs), from formulation to monitoring;
Responsible for the management of the funds/projects channelled through “food aid”, in collaboration with the local Ministry;
Ensure proper coordination with the local Italian NGO sector;
Identification of new interventions;
Ensure coordination and fluid communication between the Italian Embassy the UTL;
Technical Assistance project *Retejoven* (MAE-UNESCO);
Communications: realization of a photographic archive of the projects implemented, and activity of photographic documentation for the UTL's regional Newsletter;
Responsible for the organization and the curing of the photographic exhibition “Cities and Peripheries in the World”, exposed in the national museum “MARTE”, in collaboration with national and international photographers

- Dates (from – to) 05-2005 → 12-2006
- Name and address of employer WHO. Tashkent Country Office, Uzbekistan
 - Type of business or sector UN
 - Occupation or position held UNV - United Nations Volunteer
- Main activities and responsibilities Responsible for the activity of coordination between UN agencies, within the UNDAF framework of action, towards the establishment of Joint Programming on HIV/AIDS;
Local NGOs capacity building;
Support and formulation of new projects proposals, nationals and regionals;
Coordination among the UNVs network in Uzbekistan



Realization of the WHO's Newsletter at country level
Project's formulation and identification
Project's follow-up and activities' coordination

- Dates (from – to) 01-2005 → 15-2005
- Name and address of employer CESVI. Bergamo, Italy
 - Type of business or sector NGO
 - Occupation or position held Desk Officer Assistant
- Main activities and responsibilities Support to the Desk Officer in the elaboration and revision of project proposals;
Contacts with expatriates and overall communication management;
Support in controlling projects documents and reports sent;
Training and knowledge of international donors' and Cesvi's procedures.

EDUCATION

- Dates (from – to) 09-2003 → 12-2004
- Name and type of organization providing education and training ISS – Institute of Social Studies, The Netherlands.
- Principal subjects/occupational skills covered MA in Development Cooperation
- Title of qualification awarded MA
- Level in national classification Master of Arts In Development Studies

- Dates (from – to) 06-1997 → 04-2003
- Name and type of organization providing education and training University of Turin.
- Principal subjects/occupational skills covered Degree in Political Sciences
- Title of qualification awarded Degree – 4 years
- Level in national classification University Degree

- Dates (from – to) 07-1999 → 04-2001
- Name and type of organization providing education and training Leiden University, The Netherlands
- Principal subjects/occupational skills covered Erasmus Programme
- Title of qualification awarded Exams certified in Political Sciences and International Relations
- Level in national classification Certification

PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

ITALIAN



OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

SOCIAL SKILLS AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

ORGANISATIONAL SKILLS AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

TECHNICAL SKILLS AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

ARTISTIC SKILLS AND COMPETENCES

Music, writing, design, etc.

ENGLISH

excellent
excellent
excellent

SPANISH

excellent
excellent
excellent

FRENCH

excellent
excellent
excellent

RUSSIAN

good
basic
Good

AS A PROFESSIONAL WORKERS IN THE DEVELOPMENT SECTOR I HAVE BEEN LIVING AND WORKING ACROSS 4 CONTINENTS; I HAVE A SENSIBLE UNDERSTANDING OF OVERSEAS LIVING AND WORKING CONDITIONS; I AM A CURIOUS AND ADAPTIVE PERSON, WHO IS MOTIVATED BY CHALLENGING ENVIRONMENT. I POSSESS GOOD CROSS-CULTURAL COMMUNICATIONS SKILLS AND PROFICIENT LANGUAGE SKILLS. I HAVE A PROVEN PARTICIPATORY WORKING STYLE, ABLE TO WORK IN A TEAM AS WELL AS IN A SELF-DIRECTED MANNER. ABILITIES AND SKILLS IN COMMUNICATION, WHERE INNOVATION, ORIGINALITY AND FRESHNESS CHARACTERIZE MY TRANSFORMATORY OUTPUTS

PROVEN SKILLS IN PROJECT MANAGEMENT, COORDINATION AND OVERALL TEAM-DIRECTION. FINANCIAL AND ADMINISTRATIVE ABILITIES AND ABLE TO WORK IN A TEAM. LISTENER, DECISION-MAKER, EFFICIENCY ORIENTED. DIPLOMACY AND FLEXIBILITY.

ADOBE SUITE EXPERT (PSD, IND, PREMIERE, LR), OFFICE PACKAGE AND PHOTOGRAPHIC EDITING SOFTWARE OF ALL KIND. VIDEO MAKING AND EDITING CAPABILITIES. PHOTOGRAPHER: DOCUMENTARIES, REPORTAGE, EDITING AND SEQUENCING.
COMMUNICATION4DEVELOPMENT – REALISATION OF EXPOSITIONS, PHOTO ARCHIVES, REPORTAGE ON SOCIAL ISSUES, EXTERNAL COMMUNICATION.
PHOTOGRAPHY TEACHER

CREATIVITY AND FRESHNESS IN OUTPUTS AND RESULTS. DOCUMENTARY PHOTOGRAPHER, ARTIST, AUTHOR. WORKING ON LONG-TERM PROJECT ON DEPOPULATION IN GALICIA.

WWW.MATTEOBERTOLINO.COM

MEMBER OF THE CULTURAL COOPERATIVE [7H](#) – AUDIOVISUAL UNIT COORDINATOR.
PHOTOGRAPHIC AWARDS GRANTED
COLLABORATION AS A PHOTOGRAPHER WITH BOTH PUBLIC AND PRIVATE ENTITIES



OTHER SKILLS
AND COMPETENCES
Competences not mentioned above.

TRANSLATIONS, PASSION FOR LANGUAGES IN GENERAL. WILLING TO WORK AND LIVE ABROAD FOR LONG PERIODS OF TIME. PHOTOGRAPHIC CULTURE. YOGA EXPERT.

DRIVING LICENCE(S)

B – car

ADDITIONAL INFORMATION

REFERENCES:

1) Dott.ssa Caterina Bertolini

UNOPS Representative, Lima, Perú

E-mail caterina.bertolini@esteri.it

2) Dr. Erik Mauricio Sotomayor Yevenes

Private Consultant

Cochabamba, Bolivia

gerencia@eje.com.bo

3) Carolina Diz Otero

Asesora Técnica en Cooperación y Acción Humanitaria

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Subdirección Xeral de Cooperación Exterior

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4) Iria Estevez Gippini

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