



## Europass Curriculum Vitae

### Personal information

First name(s) /  
Surname(s)

Address(es)

Telephone(s)

E-mail

Nationality

Date of birth

Gender

**Milani Elisa**

### Work experience

Present occupation

Sale Assistant at Nike Retail Outlet (Fox Town, Mendrisio, Swiss), part time.

Occupation or position  
held

Internship: Management scientific secretary and public relations at "Politeia",  
Research centre in Business Ethics (Milan, c/o Università degli Studi);

Par-time jobs at three local restaurants and bar as waitress or ward sister,  
house keeper in a hotel in the Netherlands, baby-sitting and dog-sitting.

Main activities and  
responsibilities

Supervisor in coordinating the annual International Forum on CSR and  
Business Ethics, support to the Scientific Secretariat and the Press Office of  
Politeia for the organization of events (seminars, conferences, roundtables)  
on issues of public ethics. Support to the management and editorial  
secretary of the magazine "Politeia".

### Education and training

Dates

2013 to present - graduating

Title of qualification  
awarded

Double Master Degree in Economics and International Policies

(\*) *Common European Framework of Reference for Languages*

Erasmus Learning Programme in Nijmegen (Netherlands)

2001 European English Certification obtained at the University of Milan.

Edinburgh 2005: Two-weeks learning holiday at Queen Margaret University College (Language Team)

Private german lessons

Social skills and  
competences

Ability to achieve objectives, both individually and in the role of member of work teams. I am able to build new deep and fulfilling relationships, motivate and support other people and improve my-self as well.

Organisational skills and  
competences

I have a clear mind with a practical approach to problem solving. Thanks to the broad range of part-time jobs I took from the high school, I've been able to develop the capacity to coordinate small team groups and focusing to manage things drive to see things through to completion.

Computer skills and  
competences

Good computer skills; knowledge of Office package: Word, Excel, PowerPoint. Basic knowledge of most famous operating systems. extremely good ability to search information on Web.

Artistic skills and  
competences

Excellent writing skills; I love reading books, in particular Russian literature and essays on educational science and philosophy of science. I do love Italian singer-songwriters.

Driving licence

Tipe B