

PERSONAL INFORMATION

Paola Bortini



-  Haussteinstrasse 1/5/13 – 1020 Wien, Austria
-  +43 6803141651
-  [paola.bortini@limina.at](mailto:paola.bortini@limina.at)
-  [www.limina.at](http://www.limina.at)

Sex F | Date of birth 07/02/1964 | Nationality Italian

JOB APPLIED FOR

Learning Facilitator

WORK EXPERIENCE

September 1998 -

Freelance trainer and learning consultant

Self-employed

- Co-developer of the design, implementation, documentation and validation of training courses and learning activities for small, medium and large size international groups.
- Member of several intercultural training teams on training trainers, Leadership, Democracy, Human Rights Education, citizenship education and project and organizational management targeting civil servants, youth workers and educators
- Support trainees in their Personal Development Plan and implementation of the Action Plan made as result of their attendance to the course
- Use of blended learning and technology in learning
- Co-writer of training material
- External expert and consultant on Policy Development in the field of non-formal Education/Learning [Business or sector](#) Education/Leadership/Human Rights/Youth

July 2000 – May 2005

Comparative Research Coordinator

Ente Parco Nazionale Aspromonte (Italy)

- Definition of a research plan and indicators for investigating wellbeing of the local population.
  - Coordination of the 2 field researches on the socio-economic conditions of people living in the territory of the National Park.
  - Member of the steering committee for the development plan of the National Park, in charge of the economic and social aspects.
  - Liaising with the Park governing board to constantly inform about the research results.
- [Business or sector](#) Environment

October 1984 – March 1993

Central and Eastern Europe Executive

WAGGGS (UK-Belgium)

- Development of associative life in Central and Eastern Europe by supporting the national board of women associations working at national level in their leadership functions and providing training on constitution, educational programme and training
  - Linking Associations in Europe and Associations in Central and Eastern Europe for mutual learning
  - Responsible for the budget of all activities undertaken by WAGGGS in Central and Eastern Europe
  - Responsible of managing all European events on issues identified through the needs assessment of the leadership of national associations
- [Business or sector](#) Gender equality/Education

October 1984 – March 1993

Programmer / Head of the Maintenance Department

RCM/IBM dealer

- Leading a team of 30 technicians providing hardware and software assistance to customers all over Italy
- Responsible for the Department budget
- Responsible for the career plan of the department employees

[Business or sector](#) Information Technology

EDUCATION AND TRAINING

September 1998 – August 1999

**Master of Arts on European Comparative Social Studies**

Replace with EQF (or other) level if relevant

North London University (formerly called so)  
London Metropolitan University (United Kingdom)

- Social policy, Social professional practice, Social research, European Unions fundamentals, Intercultural theories and networking, Political Philosophy, Management of Change

September 1998 – August 1999

**Bachelor on Social Social Studies**

Replace with EQF (or other) level if relevant

Hogeschool Zuyd / Faculty of Social Sciences (The Netherlands)

- Social policy, Social professional practice, Social research, European Unions fundamentals, Intercultural theories and networking, Political Philosophy, Management of Change

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

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

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills

- Negotiating skills acquired in working at international level
- Team work skills acquired in working with different colleagues in different training courses and project both professionally and as volunteer
- Intercultural competence acquired in living and working abroad (United Kingdom, 1994; Belgium, 1994-1998; The Netherlands, 1998-1999; Albania, 1999; Austria 2004)
- Tolerance and respect for diversity thanks to meeting very diverse young people as participants in youth events/training courses
- Ability to take challenges and to integrate the novelty in my work
- Creativity in generating ideas and concluding
- Qualified coach with the “Coach approach”

Organisational / managerial skills

- Good organizer from the creation of the general framework to the details
- Multi-tasks in managing different events/projects/activities in parallel
- Concise, pragmatic and direct to the point
- Leadership practice acquired through my work as volunteer, professional and president of the Board in international organisations
- Sense of organisation acquired as Head of the Maintenance Department
- Analytical thinker
- Ability in steering complex decision making processes
- Quick learner and with intuition
- Creativity in generating ideas and concluding
- Competent in dealing with ambiguity and change

- Job-related skills**
- Pedagogical and didactical skills
  - Facilitator of change processes
- Computer skills**
- Good command of “open source” software programmes, Microsoft Office and website programming
  - Knowledge of programming tools (former software programmer experience), especially in WAN and LAN
  - Users of Mac and PCs
- Other skills**
- Good reader
  - Interest in diversity
  - Story telling
  - Interested in leadership and learning theories
  - Ability to work and travel in difficult conditions and under stress
  - Human Rights activist
- Driving licence**
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## ADDITIONAL INFORMATION

- Publications**
- “Human Rights Memory” – Educational game for Human Rights Education designed for adult learning/training, 2012, trilingual English, French and Italian, available on request
  - “InterCultural Competence, Developed and demonstrated within the framework of Youth in Action - Research Report” published by SALTO Cultural Diversity, British Council, March 2012 >>
  - “Facilitating Learning and Youthpass” – Manual for educators implementing Youthpass in their educational activities, written for Interkulturelles Zentrum, Austrian National Agency of the Youth in Action Programme, December 2010 >>
  - “Learning to Learn, a competence for all adults” – Literature review for Italy, 2009
  - “Compass – The Manual on human rights education with young people”, realised by the Council of Europe, editor of the Italian edition, September 2004
  - “T-Kit on Organisational Management” – a manual for youth workers and leaders in Europe, published July 2000 in English and French by the Council of Europe under the covenant on “Youth and Training” with the European Commission, available in [www.training-youth.net](http://www.training-youth.net), co-author.
  - “Sulla via della cooperazione decentrata – Cittadinanza e territori” (On the ay of decentralized cooperation – citizenship and territories”, realized in the framework of the project Villaggio Globale (Global Village) financed by the Italian Ministry of Foreign Affairs, General Directorate for Cooperation and Development and the Emilia Romagna region, co-author.
  - “Piano di sviluppo socio-economico” (Social economic development plan)”, realized for the Ente Parco Nazionale Aspromonte, author, 2005.
- Memberships**
- Founder member of the following professional network
- UNIQUE – Network for the Quality and Innovation of Education in Europe [www.unique-network.org](http://www.unique-network.org)
  - REDU – Network on Human Rights Education [www.educareaidirittumani.it](http://www.educareaidirittumani.it)
  - PAME AMBRO – going forward in the search for connections [www.pameambro.org](http://www.pameambro.org)
  - ALP – Activating Leadership Potential [www.alp-network.org](http://www.alp-network.org)
- Members of
- WAGGGS Honorary Member [www.wagggsworld.org](http://www.wagggsworld.org)
  - SALTO – Support and Advanced Learning Training Opportunities >>
  - Council of Europe, Pool of trainers Directorate of Youth and Sport >>
  - Council of Europe, Youth-partnership expert database >>
  - VSP – Volunteers Seniores Professional for UNV/MAE
  - Interkulturelles Zentrum, board member
  - EACEA Experts list - Youth in Action Programme 2007-2013, Grundtvig Programme 2007-2013 and Erasmus+
- Key Projects**
- “Learning to learn – a competence for all adults”. Grundtvig Multi Lateral Project. Coordinator of the research in Italy and member of the trainers team (2007-2009)
  - “T-tactic@School” Leonardo Transfer of innovation. External evaluator. (2011-2013)
  - “Learning activators” Grundtvig Learning Partnership (2010-2012), coordinator
  - “MILD – The use of the Multiple Intelligences in Leadership Development” (2012-2014), coordinator
  - “Global Leadership Development Programme” a world-wide project to support young women in community leadership, member of core team, since 2007.
  - “Building the city, building g the citizen” citizenship and democracy laboratory for youth groups, since 1994