

Valentina TARTARI

+44 (0)7564532140

valetartari@gmail.com

uk.linkedin.com/in/tartarivalentina

PROFILE

International development worker, EU project manager, expert in gender issues
5 years of experience working with consultancy firms and grassroots NGOs on social mobility projects, leadership training, talent management, enterprise promotion and women's empowerment

SKILLS

• **Relationship management:**

- Experience in **building and managing strong relationships** with a wide variety of stakeholders, including senior stakeholders (ranging from CEOs, charity trustees, headteachers) and internal stakeholders (colleagues across different regions and project coordinators in different countries)
Examples include:
 - *Leads engagement strategy*. National strategy designed to build engaging relationships with external candidates interested in our programmes, resulting in 11% increase in regional conversion rates

• **Project management:**

- Experience of **coordinating international projects** from planning to implementation stage
Examples include:
 - *Frederick Gough School Grant*. Designed and delivered a leadership training programme to rural women in Burkina Faso to help them train other women on income generating activities
- Responsible for **monitoring and evaluation** at all stages of project cycle, including holding people to account for data submission, assessing project outcomes and evaluating impact for beneficiaries
Examples include:
 - *Teaching Leaders Summer Residential*. Designed daily and weekly surveys for teachers attending the week-long national Residential. Analysed responses and coded data from 500 participants into a sophisticated dashboard aimed at informing future session planning and improving event delivery

• **People management:**

- Experience of **managing cross-cultural teams**; facilitating **PSTB** sessions (problem-solving team-building); **buddying** for new starters; **befriending** and one-to-one **coaching**

• **Other:**

- **Languages** = Native: **Italian**; Fluent: **English and French**; Basic: **Spanish**
- **Computer/IT skills** = working knowledge of Mac OSX and Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook); CRM systems (Salesforce); GoToWebinar software; video editing (iMovie and Windows Movie Maker); email marketing tools (iContact and Mailchimp); online marketing research tools (Instantly); project management tools (Trello) and web 2.0 tools (Twitter, Facebook, LinkedIn)

KEY ACHIEVEMENTS

1. **MA in International Development** awarded *with Distinction* from the University of Sheffield (UK)
2. Submitted a funding proposal to US Embassy which granted **\$5.600** worth of income-generating activities
3. Lived and worked for 1 year in a rural village of Burkina Faso and **managed four cross-cultural teams**
4. **Exceeded ambitious growth targets** for recruitment in regional history

VOLUNTEERING

Befriender and mentor – Restore: Equipping Refugees for Work Project (June 2015 – December 2016)

UK national volunteer coordinator – Kabeela Alumni (June 2015 - Present)

Teacher – The Children of the Rising Sun Orphanage, Malindi, Kenya (Summer 2010)

WORK EXPERIENCE

EU AID Volunteer - Senior Volunteer in Gender Issues – GVC Onlus, Tunis, Tunisia (February 2017 – Present)

Coordinating the delivery of training on income generating activities available to rural women. Integrated a gender-sensitive approach in the promotion of business enterprises for women. Contributing to project cycle management via background research, proposal development, report writing and budget monitoring.

School Partnerships Associate – Teaching Leaders, Birmingham, UK (November 2015 – December 2016)

Co-ordinated marketing campaigns to schools, maximising outreach to eligible schools across the Midlands and South West. Generated sales and recruitment opportunities through effective relationship management, via phone meetings, emails and other communication channels (e.g. social media). Conducted research on the regional educational landscape, including networks, federations and multi-academy trusts. Collated background data for strategic level meetings with influencers or stakeholders. Presented to middle leaders about leadership programmes. Nurtured relationships with candidates interested in soft and hard skills development.

Programme Experience Manager – Teaching Leaders, Birmingham, UK (February 2015 - October 2015)

Supported the progress of approximately 60 Teaching Leaders participants working in challenging secondary schools across the Midlands and South West. Planned and delivered training seminars for middle-leaders, including preparing resources, securing venue and catering, liaising with facilitators on the logistics for training sessions to ensure events run smoothly. Carried out ME&R by tracking and analysing impact data and run reports on participants' progress.

Team Leader – DFID International Citizen Service, Ouagadougou, Burkina Faso (June 2013 - June 2014)

Coordinated volunteers' development work in the areas of peer education for adult women; funding research; awareness raising on gender equality; capacity building and enterprise training. Responsible for coordinating project activities, building local participation in training sessions, managing diverse teams of young volunteers, shaping the direction of project work and monitoring progress.

EU Project Assistant and Project Manager – Inova Consultancy, Sheffield, UK (January 2012 - May 2013)

Managed a wide portfolio of EU-funded projects aimed at supporting disadvantaged groups (ethnic minorities, full-time mothers, young NEETs) with business start-ups and skills development. Supported with the organisation and logistics of mentoring sessions and training workshops for learners. Responsible for leading all aspects of project management cycle: coordinating partners' work across Europe; engaging target groups in training activities; compiling final reports in line with EU requirements.

Charity Administrator – PHASE Worldwide, Rotherham, UK (January 2011 - September 2011)

Responsible for office administration including dealing with business correspondence, managing databases, handling accounting procedures, planning and chairing trustee meetings.

ACADEMIC EXPERIENCE

The University of Sheffield, UK (September 2010 - November 2011)

MA in International Development – First, awarded with *Distinction*

The University of Nottingham, UK (September 2008 - July 2009)

Final year of BA – LLP ERASMUS Exchange, Faculty of Critical Theory and Cultural Studies – Result 2.1

University of Milan, Italy (September 2006 - December 2009)

BA in Modern Languages and Cultures – First, awarded with *Distinction*

INTERESTS

I have a passion for discovering new independent places and projects in my local community. I am fond of travelling and I take it as an opportunity to fully immerse myself in positive cultural exchanges. I like running and often get involved in sponsored runs in support of worthwhile causes. I have a passion for cooking and I enjoy sharing meals and afternoon tea with family and friends. I use my free time to learn Spanish, but mostly as a chance to catch up with my friends. I do volunteering, including helping refugees settle down in Birmingham and coordinating a network of young volunteers involved in promoting the work of West-African women in the UK.