

Europass curriculum vitae

Personal information

Surname(s) / First name(s) **Lettieri Elda**
Address(es) Poggibonsi (Siena), 24 via del Masso str.
Telephone(s) +39 0577 935819 Mobile: +39 3356662544
E-mail(s) eldalettieri@libero.it

Nationality(-ies) Italian

Date of birth 28.01.1949

Gender Female

Work experience

Dates	From 2014 until today
Main activities and responsibilities	President SELENA ITALY Association for Social Promotion for promoting female entrepreneurship www.selenaitaly.com
Dates	from 2007 untill today
Main activities and responsibilities	Counselor "Elza Group" srl (Sofia - Bulgaria)
Dates	from 2006 untill today
Main activities and responsibilities	<i>General Manager</i> , in charge of training activities, POLYMETIS OOD, Sofia, Bulgaria www.polymetis.it
Dates	From 2006-2014
Main activities and responsibilities	<i>President</i> SELENA Association of women entrepreneurs in Bulgaria www.selena-bg.it.eu
Dates	from 2006 until today
Main activities and responsibilities	Counselor "L'Auriga Cilento" (Salerno - Italia)
Dates	from 2005-2014
Main activities and responsibilities	<i>President</i> AURIGA Cultural Association of Valdelsa (Siena - Italia) www.aurigavaldelsa.org
Dates	2001 - 2007
Main activities and responsibilities	Freelance professional in professional training, financed by FSP (lecturing, evaluation and monitoring of projects, management and coordination, selection and membership of examination commissions)
Dates	from 2002-2009
Main activities and responsibilities	Consultant at University Training Centre, Laboratory of Innovative Methods in Public Administration, Siena University: research of the sources of European, national and regional funding, design, monitoring
Dates	2004 - 2006

Main activities and responsibilities	<i>Consultant</i> at APIT Innovazione Scarl in the coordination of projects, selection of students, monitoring and evaluation of training projects, lecturing
Dates	from 1999 until today 2000
Main activities and responsibilities	<i>General Manager Training Area</i> of Executive Planning Studio, specialized in professional training and communication strategies
Dates	1990 - 2000
Occupation or position held	<i>Responsible</i> for the design, management and dissemination of all information campaigns, communications and publicity undertaken by the Executive on behalf of public and private companies
Dates	1980 - 2005
Occupation or position held	<i>Journalist</i> entered in the National Journalists
Dates	1980-1990
Occupation or position held	<i>Reporter</i> and <i>member of the editorial staff</i> of the daily newspaper "La Gazzetta di Siena."
Dates	1990 - 1995
Occupation or position held	<i>Editor-in-chief</i> of the review "InternIdee" of the Consortium "Poggibonsi Produce" in Poggibonsi.
Dates	1995 - 1999
Occupation or position held	<i>Director</i> of the Press Office of the Municipality of Buonconvento.
Dates	1995 - 1990
Occupation or position held	<i>Editor-in-chief</i> of the bimonthly review "L'Arrigo" (Municipality of Buonconvento).
Dates	1993 - 1996
Occupation or position held	<i>Director of the Press Office</i> of the (Training Institute New Technologies), an institute of regional interest in Poggibonsi (provincial Administration of Siena).
Dates	1993-1999
Occupation or position held	Director of Communication of the Valdelsa trade fair (150 exhibitors, 30,000 visitors), which is promoted by the most important associations of the Siena province.
Dates	2001 - 2003
Occupation or position held	Member of the regional and of the national Board of Directors of the Public Welfare Association (Associazione Nazionale delle Pubbliche Assistenze - ANPAS NAZIONALE).
Dates	2001 - 2003
Occupation or position held	<i>President</i> of the Regional Committee for Institutional Communication of the Public Welfare Association of Tuscany (Associazione delle Pubbliche Assistenze della Regione Toscana - ANPAS REGIONALE)
Dates	1985 - 1995
Occupation or position held	<i>President</i> of the Circle Culture "S. Allende"
Dates	2001 - 2003
Occupation or position held	<i>Counselor</i> of the Tribunal for the rights of the sick.
 Experience in specific Youth projects and training activities	
Occupation or position held	Responsible in Bulgaria Projects Grundtvig Multilateral "Balkan Women Coalition

Professional Qualification and held Training in the field of Business and Economic Science" 2012-2013 (partners Bulgaria, Macedonia, Romania, Greece, Albania, Serbia, Croatia, Turkey) (2012-2013)

Responsible in Italy Project "REAL – Reinforcing entrepreneurship in Adults" 2015-2017 (partners Greece, Turkey, Sweden, Bulgaria, Italy, Germany, Cyprus, Spain)

Responsible in Bulgaria Projects LIFELONG LEARNING PROGRAMME – GRUNDTVIG "Successful Women for Successful europe" (partners Bulgaria, Romania, Iceland, Spain, Italy) (2012-2013)

Responsible in Bulgaria Project "TOI –Transfer of Innovation". Call of proposals: 2010, Title: "Cas.O. CaseManager AccreditationO". (partners Bulgaria, Hungary, Italy) (2011-2012)

Responsible in Bulgaria Project Competitiveness And Innovation Framework – Programme Ict Policy Support Programme (Ict Psp). Ict Psp Call Identifier: 1 Ict Psp Theme/Objective Identifier: 3 Grant Agreement For: Pilot Type B. Title E-Gos (E-Guidance And E-Government Services) Grant Agreement N° Cip Ict Psp 224971 www.egos-cip.eu (partners Bulgaria, Romania, Iceland, Spain, Italy) (2009-2012)

Creator and organizer 1-2-3° International Forum Entrepreneurs in Bulgaria (2008-2010-2012)

Responsible dissemination and communication plan for Bulgaria of the European project EGOS, 22 partners, 5 countries (2009-2012).

Co-design and creation of partnership (University of Siena, Orga Milan, Mipa Rome) for the project research for studies and research activity (surveys and analysis of training needs, creation of a model of excellence) Por OB. 3, measure A2, A3, C2, D3, E1.

Within the project, winning result, the role was General Coordinator, responsible for dissemination and member of the Scientific Technical Comité co-design and creation of partnership for three projects "Training for public servants" all proven winners in the notice of the Province of Siena and for officials of the towns of Siena, Monteriggioni, Poggibonsi, Colle Val d'Elsa, and Mountain communities of Amiata and Cetona. Partnership University of Siena and Eurobic Toscana Sud.

Partnership University of Siena and Eurobic Southern Tuscany. Their role is about coordinating, monitoring, dissemination and evaluation of the project "Training for public servants" for the provincial administration, municipalities and mountain communities in the province of Siena, with the partnership of Enaip Tuscany, MIPA Rome, University of Siena. Within the project, (70 courses, 3,000 hours of training, 40 public institutions, 1,600 employees)

Designer, coordinator of education and organization, monitoring in the project "social citizenship" funded by the Ministry of Social Affairs, which includes three courses of 600 hours each, on behalf of Eurobic and Municipality of Poggibonsi, mainly for disadvantaged users

Coordination, responsible for dissemination and monitoring of five training courses for civil servants to the University Center of Studies and Training Laboratory for Innovation in the Public Administrations, University of Siena

Collaboration for the design in two projects presented in Campania in the competition of ideas for territorial marketing, one of which ranked the 1st place. In this context, she collaborated with the Formez, Campania

Design and activation of partnerships within the multi-regional project "trainers trainers" already presented in Umbria (Entrepreneurial Training Center) and Lombardy (Municipality of Pavia), intended only to female users

Designer and lecturer in the course of requalification for staff of the Municipalities of Valdichiana Valley organized by the Center for Equal Opportunities of the Province of Siena Chianciano, intended only for female users

Selection, lecturing evaluation and monitoring of an IFTS course, organized by Apit Innovazione, Siena University, Roncali Institute

Selection, lecturing evaluation and monitoring of a professional qualification course, Global Design, organized by Apit Innovazione

Selection of students, monitoring coordination and lecturing in a training course, ARCHITECTURAL Cad, designed for the Apit Innovazione agency

Selection of students, monitoring coordination and lecturing in a training course, Tursimatica, designed for the Apit Innovazione agency

Lecturing at professional qualification course Cantiniere, organized by the Agricultural Institute of Siena, training courses for CAN, Grosseto

Co-author and director of Intercultural Operators project, designed for women, presented in POR Siena by the Poggibonsi Municipality and winner in the competition

Organizer of a group of companies and coordinator of a project: Information and Training in Production of Glass and Crystal Items in Valdelsa, for Arpat Firenze and Eurobic Toscana Sud

Author of a communication and design course, on order by the Griselda Association, presented at POR in Florence (2001) and designed for women

Lecturer for IFOA and Forel in Cingiano and Arcidosso, for CNA Grosseto and for mountain area Amiata

Coordinator and lecturer in Telematic Technologies course, Centre for Training in New technologies, Poggibonsi designed for women

Lecturer in company communication equipment for Api Finser, Florence within Succeeding a Company project

Lecturer in the courses: Operators of CAD-CAM, Information Operators and Operators in Tourism at Eurobic Toscana Sud

Press Attache and Coordinator of Operators [Auto@lab](#) course for Consortium FIT, Florence

Coordinator in the organization, lecturing and monitoring of a training project: Company Consultant on Innovation Projects for European Competitions, for Eurobic, Poggibonsi)

Coordinator in the organization and lecturing, monitoring and lecturing of a course: Operator for Information Services in the Tourist Sector, 800 academic hours, Poggibonsi, for C.A.L., Viterbo

Coordinator in the organization, lecturing and monitoring of an inter-regional training project, Techniques in Organizing Cultural Events, 700 academic hours, Poggibonsi, for Eurobic and Bic Umbria , Foligno

Author and coordinator in the lecturing, monitoring and lecturing of a 600 academic hour course: Director's Secretary, designed for women, Siena, Professional Training Centre

Coordinator of the organization and lecturing, monitoring and lecturing of a course: Telematic Technologies, 600 academic hours, Poggibonsi, Training and new Technologies Centre, designed for women

Author and coordinator in the organization and lecturing, monitoring and lecturing of a two-year course: Expert in Company Merging in Rural Tourism, 1,000 academic hours, Sovicille, for Valli Senese and Ombrone Consortium

Lecturer in Expert in Advertising Typical Agricultural Foods course, Poggibonsi, for Eurobic Toscana Sud

Lecturer in Thermal Tourism Expert course, Chianciano, organized by CISL

Supervisor and lecturer in various courses of API Toscana in Pizza and of API Finser in Florence

Author and coordinator in the organization and lecturing, monitoring and lecturing of a course: Communications and PR, 300 academic hours, Poggibonsi, for Training and New Technologies Centre

Lecturer in course on: Organizing of Exhibitions, Congresses and Meetings, organized by the Centre for Equal opportunities, Siena Province

Author and coordinator in the organization and lecturing, monitoring and lecturing of a course: Communications and PR, 300 academic hours, for API Toscana, Poggibonsi

Author and coordinator in the organization and lecturing, monitoring and lecturing in Experts in Thermal Tourism course, 300 academic hours, San Casciano Bagni, for API Finser and Centre for Professional Qualification in Sinalunga

Author and coordinator in the organization and lecturing, monitoring and lecturing in a course on: Experts in Management of United Children's Centres, 600 academic hours, Santa Croce sull' Arno, for API Toscana, designed for women

Coordinator in the organization and lecturing, monitoring and lecturing in a course: Experts in Management of Trade Information Systems, 600 academic hours, organized by the administration of the Siena Province and the Technical University of Roncalli

Coordinator in the organization and lecturing, monitoring and lecturing in a course: Marketing Experts in Sales and International Trade Agents, 300 academic hours, for API Finser, organized in Pontedera

Expert lecturer on communication issues at IPSTC Leonardo da Vinci, Empoli, post-graduate course: Marketing Sales Experts and fourth- and fifth-grade training of students in Marketing and International Trade

Author and designer of a course for regional leaders, organized by the ANPAS regional agency, Communications and Human Resource Management

Coordinator in the organization and lecturing, monitoring and lecturing of a training course: Marketing Sales Experts and International Trade Agents, 300 academic hours, for API Toscana , organized in Poggibonsi

Lecturer in sales techniques in a number of courses for trade agents, organized by Confcommercio di Siena

Coordinator in the organization and lecturing, monitoring and lecturing in a Social Culture Experts course of 600 academic hours organized by the administration of the Siena province and the Association of Social Assistance, designed for women.

Qualifications

Dates	1992
Title of awarded	Diploma for specializing as Expert in Marketing obtained by the Toscana province: 300 academic hours
Dates	1992
Title of qualification awarded	Training in Integrated Communication and PR, organized by DELPHI INTERNATIONAL, Bologna: 70 academic hours
Dates	2001
Title of qualification awarded	Post-graduate course: Innovation Initiatives for Small and Medium-sized Enterprises in the Field of High Tech, organized by the St. Ana Higher School, Pisa: 80 academic hours
Dates	2001
Title of qualification awarded	Griselda Progetta refreshing course about technologies of drafting projects for participation in regional and European competitions, organized by the Certaldo Municipality: 36 academic hours
Dates	2001
Title of qualification awarded	Refreshing course: European Guide 2000 – EU Programmes and Funding, organized by Europe of the Future, Milan: 36 hours
Dates	2001
Title of qualification awarded	Prose workshop, Griselda Artistic Prose School, Certaldo province, 27 academic hours

Dates 2002
 Title of qualification awarded Post-graduate course: Quality and Competence in Managing Training Schools, organized by the St. Ana Higher School, Pisa: 125 academic hours

Dates 2003
 Title of qualification awarded Post-graduate course: Human Resource Management from the Point of View of Managing Diversity, organized by the St. Ana Higher School, Piza: 40 academic hours

Personal skills and competences

Mother tongue(s)

Italian

English

Other language(s)

Self-assessment

European level ()*

Understanding		Speaking		Writing
Listening	Reading	Listening	Interaction	Interaction
A1	A2	A2	A1	A1

Social skills and competences Relational capacities and efficacious and efficient communication.

Organisational skills and competences Organizing and problem solving skills.

Computer skills and competences Wide-range knowledge of principal programmes and utilities of Microsoft as well as advanced communication tools (video/audio conference etc.).

Other skills and competences She established numerous relations with European public and private institutions, universities and municipalities in order to develop programmes aimed to the training and the adaptation of young Bulgarians to European parameters. With her company, she intends to promote social and cultural interventions for the cultural and professional growth of young Bulgarians and Entrepreneurs.

I declare that the contents are true, under the rules of Articles 46 et seq. DPR 445/2000

01.02.2016

