




PERSONAL INFORMATION



ALENA DAMARONAK

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Sex Female | Date of birth 05/10/1989 | Nationality Belarus

WORK EXPERIENCE

May 2018 – September 2018

**Research Intern, Project management**

Institute for Social Research (IRS)

- Research and Policy analysis within the project “Impacts of Refugee Flows to Territorial Development in Europe” (ESPON);
- Support in Policy Evaluation (implementation of Agenda 21 in Municipalities of the Milan);
- Development of project proposals for Research Programmes.

**Business or sector** NGO, Research Institute

February 2015 – July 2017

**Project officer**

European Association for Local Democracy (ALDA)

- Fundraising: research and analysis of EU and non-EU funding opportunities;
- Development of project proposals: needs analysis, partnership building, budget drafting, project writing, preparation of requested administrative documentation;
- Implementation: coordination of partnership, budget review, event management;
- Technical and administrative follow-up: monitoring, field visits, invoicing review, contribution to senior management reports;
- Liaison with relevant state and non-state agencies as well as European Commission units.

**Experience with the following Programmes and Funds:** Development and Cooperation Instrument, Competitiveness of Enterprises and SME’s (COSME), Employment and Social Innovation Programme (EASI), Erasmus +, European Neighbourhood Policy Instrument, Europe for Citizens, Rights, Equality and Citizenship, Horizon 2020.

**Principal areas:** local economic development, youth employment and entrepreneurship, social and economic integration, democracy and citizen participation, education for sustainable development

**Business or sector** European NGO, Association of Municipalities and NGOs

January 2012 – August 2012

**Event manager**

National Concert Agency, Minsk, Belarus

- Organization and Management of international concerts;
- Budget drafting and relations with sponsors;
- Planning and organization of advertising campaigns.

**Business or sector** State agency

January 2011 – June 2011

**PR Manager Assistant (Internships)**

United Nations Population Fund, Minsk, Belarus

- Organization of press-conferences;
- Drafting articles on the activities of UNFPA in Belarus;
- Writing news and updating the website.

**Business or sector** International Organization

**EDUCATION AND TRAINING**

October 2018 - ongoing

**PhD in Economic Sociology and Labour studies**

University of Milan

- PhD Thesis: Youth unemployment in Europe: Comparative Trends and Policy Remedies

October 2017 – October 2018

**Master in Public Policy and Social Change (II level)**

Collegio Carlo Alberto, University of Turin, Italy

- Methods for Social and Policy Analysis (quantitative & qualitative), European Governance – the Politics of EU policymaking, Comparative and Public Policy, Varieties of global Capitalism, Political Economy of Globalization, Sociology of Innovations, Policy Evaluation.
- Workshops: Political Economy of East Asia, Poverty and Social Assistance in Africa and Latin America, The Politics of Comparative and Social Policy, The Institutions of Global Economic Governance.

October 2013 – December 2016

**Master in Local Development (I level)**

University of Padua, Italy

- Economic Processes in Local Development, Project Planning and Evaluation, How to measure Local Development Impact, Social dynamics and Participatory processes in Local Development, Environmental and Social Responsibility in Local Development, Governance of Local Development.
- Master thesis: Success and Failures of the EU strategy for Democratisation in Post-Soviet Countries. Belarus and Ukraine compared.

September 2007 – June 2012

**Specialist Degree in Art Management and Cultural Studies**

Belarusian University of Culture and Arts, Belarus

- Event management, Cultural History, Anthropology, Economics of Cultural events, Intercultural Communication, Public Relations, Diplomatic Protocol and Etiquette.
- Thesis: International experience in using street-art for Urban Regeneration

**PERSONAL SKILLS**

Mother tongue(s)

Belarusian, Russian

Other language(s)

UNDERSTANDING

SPEAKING

WRITING

Listening

Reading

Spoken interaction

Spoken production

English

C2

C2

C2

C2

C2

Italian

B2

B2

B2

B2

B2

Communication skills

- Excellent written and verbal communication skills
- Good presentation and negotiation skills
- Excellent intercultural communication skills
- Active listening

Organisational / managerial skills

- Strong sense of initiative, ability to build and work in a team as well as independently in fast-paced environment;
- Proven ability in working collaboratively, coordinating the process of partnership building and negotiating in regard to project partners' roles and budget;
- Well-developed skills in planning and prioritizing in the context of multiple deadlines
- Ability to manage several tasks simultaneously

Job-related skills

- Familiarity with the EU social and economic policies;
- Experience with the majority of the EU programmes and funds
- Strong knowledge of the past and present EU strategies for Development and Cooperation

Digital skills

- Advanced knowledge: Microsoft Word, Power Point, Excel
- Familiarity with graphic design applications: Corel Draw and Adobe Photoshop
- Web conferencing applications: Skype, Go-to-meeting, TeamViewer