



GIORGIO BERARDI

PROFILE

A manager with over 20 years' experience providing administrative support to and interfacing with corporate management and IT. Very strong knowledge of foreign languages, with career stints as an interpreter and translator. Financial background allowing for accurate budget monitoring. Strong multi-tasking skills, with ability to manage several projects and schedules simultaneously. Excellent public-facing point person for external parties. Event-organising skills. Tech savvy and efficiency focused.

CONTACTS

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EXPERIENCE

Freelance translator and proofreader/SAGA Egmont, Copenhagen, Denmark

January 2021 – present

Translation of novels (Swedish and English to Italian); stories for children (English to Italian); proofreading of translation of novels (Italian, translated from English).

Administration and Finance Manager/Trans Europe Halles, Lund, Sweden

September 2017 – January 2022

Office management (e.g. managing accounts payable, ordering supplies, etc.); overseeing the daily management of finances; general administration; HR processes; budget monitoring; event organising.

Country Administrator/Istituto Oikos, Arusha, Tanzania

April 2016 – May 2017

Administrative and financial control of projects; supervision of the overall logistics of the Oikos office in Tanzania; HR management; drawing up administrative and financial planning.

Project Manager/CEFA, Nairobi, Kenya

May 2014 – February 2016

Planning and managing project activities; hiring and managing staff; supervising project administration; representing CEFA and the project with stakeholders, as well as with governmental partners.

Country Representative/COSV, Juba, South Sudan

November 2013 – April 2014

Managing the South Sudan programme and achieving programme results; leading the strategic plan and development of COSV in South Sudan; developing strategic partnerships, mutually beneficial relationships, and fundraising approaches.

Regional Administrator/CESVI, Nairobi, Kenya

August 2010 – January 2013

Supervision of the overall logistics of the CESVI East Africa office; administrative and financial management of projects (in Kenya,

ACTIVITIES AND INTERESTS

Travel • Progressive rock music • Foreign languages • Computer programming • Environmental conservation

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office Suite (esp. Excel) • Ability to work collaboratively as part of a team • Problem-solving • Leadership • Meticulous attention to detail • Excellent organisational skills • Composed under pressure

Somalia and South Sudan); HR management at regional-office level; drawing up administrative and financial planning.

Programme Officer for combating child-sex tourism/ECPAT International, Bangkok, Thailand

August 2007 – July 2010

Developing and consolidating expertise of combating child-sex tourism in the ECPAT International network; managing ECPAT's involvement in major multi-stakeholder child-protection programmes; representing ECPAT in regional-level events, programmes and initiatives.

Project Manager/CESVI, Râmnicu Vâlcea, Romania

July 2006 – July 2007

Establishing CESVI's office from scratch in the country; monitoring and implementation of project activities (child protection); HR management; monitoring of project activities and relevant financial aspects

Regional Officer for Europe and the CIS/ECPAT, Bangkok, Thailand

November 2003 – November 2005

Organisation of national conferences aimed at disseminating research findings and results; co-ordination of the ECPAT network of affiliates in Europe and the former Soviet Union; co-ordination of situational analysis research in selected countries.

External and International Relations Officer/Forlì Campus (Bologna University), Forlì, Italy

September 2000 – November 2003

Office management in all its aspects; external relations activity aimed at heightening the visibility of the newly-established Forlì Campus of the University of Bologna; production of information material and advertising.

Project Manager (Meru – Kenya)

February 1998 – July 2000

Monitoring and implementation of project activities (WASH); HR management; preparation of narrative and financial reports.

Freelance translator and interpreter/Self-employed, Forlì, Italy

September 1985 – September 1989

All types of translations (technical manuals, juridical documents, medical texts, etc.) between English, German and Italian.

EDUCATION

PG DIPLOMA IN DEVELOPMENT FINANCE

SOAS, UNIVERSITY OF LONDON, LONDON, UK
DEC 2000

BACHELOR'S DEGREE IN INTERNATIONAL POLITICS

UNIVERSITY OF BOLOGNA, BOLOGNA, ITALY
JUN 1994

DIPLOMA IN TRANSLATION AND INTERPRETING

SSLMIT, BOLOGNA, ITALY
JUN 1985

I consent to the processing of my personal data for the purposes of recruitment, in accordance with Italian Legislative Decree no. 196 of 30 June 2003, and in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data.