

PERSONAL INFORMATION

**Paulo Rondo de Melo**



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**Sex:** Male | **Date of birth:** 20/08/1980 | **Nationality:** Italian

WORK EXPERIENCE

- From January 2021** **R&D proposal Manager**  
**FOS Spa**

  - Design of proposals within European and National calls
  - Project manager
  - Follow-up of activities and reporting of European and National projects
  - R&D activities

Business or sector **SME- ICT**
  
- From July 2018 to January 2021** **Business Development Manager**  
**ARTYS Srl**

  - Business Development
  - European projects (H2020, FET-OPEN, TETRAMAX, EIC - Sme Instrument 2 and POR FESR)
  - Marketing
  - Business Plan

Business or sector **SME - Monitoring Systems**
  
- From March 2018 to June 2018** **Collaborator of European Projects Office**  
**ARPAL**

  - Collaborator of the European Projects Office
  - Follow-up of European project activities (Interreg Italy-France Maritime, Alcotra)
  - Reporting of European projects

Business or sector **Local Authority**
  
- From February 2016 to February 2018** **International Cooperation**  
**STAM Srl**

  - Elaboration of Business plans
  - Follow-up of project activities under FP7 (Energy in Time) and H2020 (NewTREND and Entrust) programs.
  - R&D activities

Business or sector **SME- R&D**
  
- From November 2002 to January 2016** **Coordinator of European Projects**  
**ADMINISTRATION OF THE PROVINCE OF SAVONA**

  - Project design, implementation and budget management of European projects
  - Organisation of seminars and conferences

Business or sector **Local Authority**
  
- From November 2002 to June 2004** **Administrative Assistant**  
**S.A. INSURANCE BROKERS,**

  - Contact clients and insurance companies
  - Insertion of insurance policies in the database

Business or sector **Small and medium enterprise-broker**

From January 2001 to November 2002

Coordinator of the offices of Savona and Sassello

CARREFOUR RURALE EUROPEO DELLA LIGURIA, Sassello (SV)

- Project design, implementation and budget management under the European programs (Youth, Town twinning, Daphne)
- Initiatives of animation and dissemination of information regarding the European Union and it's programs in local schools.
- Organisation of seminars and conferences

Business or sector European network centre of information

From March 2000 to December 2000

Administrative Responsible

ASSOCIATION OF FIREMAN OF AMADORA - PORTUGAL

- Accountancy
- Elaboration of the annual budget
- Financial and administrative practises

Business or sector Non -profit Organisation

From October 1998 to November 1999

Administrative Assistant

EURO INFO CENTRE OF GENOA (UNIONCAMERE LIGURI)

- Assistance to SME's activities
- Elaboration of the monthly newsletter
- Consultor of business opportunities to SME's in a european level

Business or sector European network of information for SMEs

From October 1998 to November 1999

Administrative Assistant

MUNICIPALITY OF GENOA – EUROPEAN POLICIES DEPARTMENT

- Assistance in the partner search for projects under european programmes
- Budgeting Assistant

Business or sector Local Authority

EDUCATION AND TRAINING

From 1990 to 1995

Diploma of Degree in Management of enterprises

Replace with EQF (or other) level if relevant

University Autonoma of Lisbon

- Management , Finance, Economics, Business Administration, Law and Sociology.

From 1991 to 1996

Diploma of Italian language and literature (10 semesters )

Replace with EQF (or other) level if relevant

- Italian Institute of Culture of Lisbon.
- Italian language, literature and culture

PERSONAL SKILLS

Mother tongue(s) Portuguese

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C2	C2
English	C2	C2	C2	C1	C1
Spanish	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

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

Communication skills

Ability to communicate with people from different cultures and backgrounds acquired during my work stays abroad. I lived with people from different countries such as Spain, Finland, France, Ukraine, Italy, Sweden, Ireland and India.

Organisational / managerial skills

Design, budget management, implementation and coordination of projects – ability to specify the tasks to be completed on a certain project and to coordinate the work of the project team members according to their skills and availability

Job-related skills

Ability to work in team and to coordinate partners from different countries

Computer skills

- Use of Internet explorer and MS Office Programmes (Especially MS Word, Excel, Power Point, Acrobat Reader) and- acquired during my studies and work experiences

Other skills

Driving licence

Driving licence category B

ADDITIONAL INFORMATION

Publications	Publications:
Presentations	- Good practice guide of immigrant women with the support of the URB-AL programme (2007)
Projects	- Potential and benefits of the Building Integration of Photovoltaic with support of IEE programme (2009)
Conferences	(2009)
Seminars	- BIPV technical solutions and good practices with support of the IEE programme (2009)
Honours and awards	
Memberships	
References	

ANNEXES

