



WALESA PORCELLATO

ITALIAN, CURRENTLY LIVING IN LESVOS, GREECE

BORN 27TH JULY 1984

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SKYPEID: WALESA84

EDUCATION:

Università degli studi di Padova

Padova * Italy (2006 - 2011)

International Relations and political science

Department of international law and history.

Universidade dos Açores

Ponta Delgada * Portugal (2009 - 2010)

Portuguese languages and European study

Lifelong Learning Programme

Scuola Enologica GB Cerletti

Conegliano * Italy (1997 - 2003)

Agricultural expert / Oenology

Secondary education

RELEVANT TRAININGS & CERTIFICATIONS:

Supply Chain Management

May 2018 *certification

National Kapodistrian University of Athens

Humanitarian Logistics (CHL)

Ongoing * certification course

Fritz institute – Logistic Learning Alliance

Communication with Communities and Accountability on Affected Population

May 2017* Mytilene, Greece.

Internews

ActionAid Emergency Response

June 2016 * Athens, Greece

ActionAid Hellas

Stress Management for Team

May 2016 * Online Course

Last Mile Learning Center

Field Security Management

April 2016 * Online course

RedR UK – USAID – UkAid.

Refugees Response

February 2016 * Mytilene, Greece

RedR UK

Volunteer Coordination

December 2015 * Trento, Italy

Training Center for international
cooperation.

European Grants Design & Management

June/July 2012 *Padua, Italy

EuropaCube Innovation Business School.

WORK EXPERIENCE:

2018 July – present

Search and Rescue Supply manager

Medicines sans Frontieres (MSF), Catania, Italy.

- Physical and technical inventory of goods in warehouse
- Warehouse and inventory management.
- Market assessment for transportation of local companies.
- Liaison with Authorities and customs on behalf of MSF.
- Contact reference for port agents and supply activity on/off shore.
- Develop a network of partners to define donation and ,
- Re-settle an entire mobile hospital from Italy to Greece.

2017 February – 2018 June

CWC FACILITATOR

Caritas Hellas, Lesvos, Greece.

- Liaison on all administration matters as per instructions of the Field coordinator.
- Liaise with partner NGOs and government bodies to coordinate effort on CWC.
- Represented CARITAS in UNHCR-led interagency Working Group.
- Maintain office services by organizing office operations and procedures.
- Manage the Women Friendly Space and the Community Centre for men in Kara Tepe.
- Assist Field Coordinator in budgeting, forecast and reporting of KPIs according to HO.
- Conduct Focus group discussions with beneficiaries and writing monthly report.

2016 January - 2016 December

ADMINISTRATIVE AND LOGISTICS COORDINATOR

ActionAid Hellas Emergency Response Department, Lesvos, Greece.

- Produce weekly and monthly reports for Programme Manager and Head office.
- Liaison on all administration matters as per in instructions of Financial department.
- Liaise with partner NGOs and government bodies to coordinate procurement.
- Represented ActionAid in UNHCR-led interagency Working Group.
- Maintain office services by organizing office operations and procedures.
- Manage fleet and transport as well as business travels of the entire team.
- Assist PM in budget forecasting and follow-up according to donors' requests.
- Managed warehouse, maintained stock and distribution database and inventory.

2015 January – 2015 October

LOGISTICS, FORECAST AND PRODUCTION PLANNING MANAGER:

Inox Market Service SPA, Padova, Italy

- Supervision of production processes.
- Maintain and processed database of raw resource inventory.
- Identified resource needs through a MRP and forecasted production.
- Managed slow moving and defective resources from the warehouse into production.
- Selected and maintain equipment and machinery.
- Liaised across different departments, e.g. suppliers, managers, sale department.
- Worked with senior managers to implement the company's policies and goals.
- Supervised and motivated a team of 25 workers.
- Crafted weekly and monthly reports from data obtained by IT and process.

2013 November – 2014 October

MICROSOFT ONLINE COMMUNITY MANAGER

TP Hellas, Athens, Greece

- Conduct DB analysis of social media and internet trends about key Microsoft products.
- Manage Microsoft Social Media Account regarding Technical support.

OTHERS:

Driving Licence: Cat. B

Sailing Licence: Within 12 miles.

LANGUAGES:



MOTHER TONGUE



PROFICIENCY



ADVANCED



INTERMEDIATE



BASIC



INTERMEDIATE

REFERENCES

(Please note that some of the persons might have change its role or country)

France Matrahji Ogeel

Senior Protection Assistant

UNHCR

Lesvos, Greece

Francesco Fedi

Programme manager

Save The Children International

Lesvos, Greece

Thomas Curbillon

Field coordinator

Medicine sand Frontier

Catania, Italy

Alison Carascosa

Inter agency coordination officer

UNHCR

Athens, Greece

For other references, or direct contacts with the above person, please get in touch.

- Engage answer.microsoft.com; helping resolve technical issue and liaising with MVP.
- Resolve technical user issues with Microsoft software and/or hardware.
- Produce weekly report of data and trends for supervisors and Microsoft.
- Ensured quality analysis of Microsoft Technical support team and answer desk Agent. analysis of Microsoft Technical support team and answer desk Agent.

2012 July – 2013 October

Export Manager

La Caneva dei Biasio - CVAP & co. Snc

- Administrate all export of wine goods.
- Ensured compliance to all organizational policies and procedures.
- Managed all communication with export authorities for all required countries.
- Identified appropriate transportation method in assistance with customs.
- Coordinate and planning participation in trade fairs.
- Manage personal and management business trip in foreign environment.

2011 July – 2012 February

EVS Intern

Fair Trade Hellas, Athens, Greece

- Managing deliveries and storing product in shop warehouse.
- Support the shop manager in place order and import Italian Fair Trade products
- Proper labelling food products and supervise ingredient translations to Greek.
- Monitoring stocks level and report to shop manager.
- Organize and manage Fair Trade Volunteers network meetings.
- Proper and timely evade mail orders.

PERSONAL SKILLS:

- Natural Networker.
- Decision Making.
- Time Management.
- High Self-motivation.
- Leadership & Conflict Resolution.
- Creativity.
- Cross-Culture oriented.

TECHNICAL SKILLS:

- Microsoft word suite.
- Google & Office online tools.
- Data Analysis.
- Accounting & Bookkeeping.
- HTML, CSS Coding.
- Graphic Design.
- Planning / Event Planning.
- Small maintenances.

VOLUNTEER and other EXPERIENCE:

- Volunteer board member for Collettivo Fotosocial, Italian photographic collective from 2008. Led international photographic research development of 8 teams.
- Planned and organized multiple events for "Deliriocaneva" in different venues (museum, public places, villas).
- Volunteer in Israel, Sasa Kibbutz with different tasks.
- Volunteer for a month in 2006 as electrician in the rural village of Diou, Mali within an Italian NGO.
- Assistant of a Journalist in a Freelance project for E-Waste in Calcutta, India. – published.
- Freelance photographic research on Hasankeyf Dam in Turkey. – not published
- Freelance photographic research on Traditional Gold Mines in Mali – Published.
- Volunteer assistant Project coordinator for Moving Universe "this is not a plate – Italian ceramics for Human rights".