

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name **MANFREDINI MATTEO**  
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Telephone **+32 (0) 487211906**  
  
E-mail [cantigalli@hotmail.com](mailto:cantigalli@hotmail.com)  
  
Nationality Italian  
Date of birth 27/03/1982  
Place of birth CASTELNOVO MONTI, REGGIO EMILIA; ITALY  
  
Sex Male  
Marital status Single

**WORK EXPERIENCE**

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

**12/2013 – 11/2018**  
**European Parliament**  
DG Comm, House of European History  
Financial officer

- Creation of financial agreements through webcontract application
- Drafting and checking loan contract with world museums.
- Drafting and negotiation with the insurance for the objects exhibited

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**02/2013 – 12/2015**  
**European Parliament**  
DG Fins  
Auditor/Financial officer

- Auditing of the Member of the European Parliament travel expenses.
- Creation of financial agreements through webcontract application
- Controlling and following-up of the inconsistencies with the Statutes of the Members of the European Parliament
- Contact person requiring financial documents to Air Carrier

– Co-ordinating budget preparation, allocation and implementation within the Unit;

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**01/2009 – 05/2012**

**European Commission**, DG TREN, Unit C3

Energy efficiency

Assistant HoU unit C3 ( HoU Mr Paul Hodson)

- Providing assistance to the desk officers regarding energy efficiency projects (Covenant of Mayors-ELENA-Isle Pact) and participation in the negotiations of new contracts and projects;
- Contribute to the production of publications;
- Monitoring the coherence of the structure, the methods of navigation and the content of the websites;
- Contributing in the preparation of the Sustainable Energy Week;
- Carrying out linguistic check on all outgoing correspondence in English
- Organizing meetings and conferences with stakeholder;
- Following press reviews and collecting articles, reports, surveys covering subjects and topics useful for the Unit;
- Co-ordinating budget preparation, allocation and implementation within the Unit;

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**11/2008 - 01/2009**

**Europaneews**, Rue Charlemagne 1, IPC, Brussels, Belgium

Journalism

Journalist

Writing of articles, main domains:

- Press freedom in Europe, with particular attention to the Italian and Hungarian situations:
- Urban mobility, environment; agriculture;
- Harmonisation of firm law and Intellectual property law.

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- Main activities and responsibilities

**05/2008 - 09/2008**

**Euroreporter**, Residence Palace, Brussels, Belgium

Journalism

Journalist

Writing of articles concerning European policies on immigration, transport; energy, food and transport

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- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

**02/2008 – 07/2008**

**CNA**, Rue du Commerce, Brussels

Consultancy in the field of small and medium enterprises.

Consultant

- Advocacy and lobbying (, Social Dialogue within the framework of the European decision making);
- Organisation of workshops;
- Drafting press releases;
- Monitoring the legislation concerning renewable energy and transports;
- Assistance to SME's for the participation in European funded projects;
- Data gathering on competitors from particular market segment

## EDUCATION AND TRAINING

- Dates (from – to) 11/2007 – 02/2008
- Name and type of organization providing education and training LKJ(Association for cultural child and youth education in the federal state of Saxony-Anhalt)
- Principal subjects/occupational skills covered Responsible of the project Eurodesk, in particular my work there concerned to give information and consultancies to young people and public targets with regard to European projects of international mobility, work and internship creating events and workshop, coping news and other information onto the web-site and into the office's data-bank
  
- Dates (from – to) 10/2006 – 01/2007
- Name and type of organization providing education and training Embassy CES Australia (Oxford street 150 Sydney- Australia)
- Principal subjects/occupational skills covered English advanced course
  
- Dates (from – to) 11/2004 – 10/2006
- Name and type of organization providing education and training Università degli Studi di Parma; via Università 12; 43100; Parma; Italy
- Principal subjects/occupational skills covered Majors: International and European comparative politics, European comparative industrial relations, Europeanisation of public policies, History of International Relations. Thesis, after 6 months of analysis on the original documents of Italian Ministry of Foreign Affairs: "8 and 29 September 1943: Italy in fronts of the armistices of Cassibile and Malta".
- Title of qualification awarded Master's Degree
  
- Dates (from – to) 10/2001 – 09/2004
- Name and type of organization providing education and training Università degli Studi di Parma; via Università 12; 43100; Parma; Italy
- Principal subjects/occupational skills covered European law, International Relations, European politics and institutions, International Economics, Contemporary History. Thesis "The European law in the field of products which have the label: Appellation d'Origine Contrôlée. The Parmesan trial ". Supervisor Prof. Giovanni Graziani
- Title of qualification awarded Bachelor's Degree
  
- Dates (from – to) 06/2004 – 08/2004
- Name and type of organization providing education and training Provincia di Parma, local authority.
- Principal subjects/occupational skills covered Research Analyst in the field of PAC and in the field of European food law.

## PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

Italian

OTHER LANGUAGES

[ Specify language ]

- Reading skills
- Writing skills

English	French	Dutch
Proficient user	Proficient user	Basic user
Proficient user	Independent user	Basic user

- Verbal skills

Proficient user	Proficient user	Basic user
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SOCIAL SKILLS  
AND COMPETENCES

I have a great capacity of adaptation in international, multicultural, and multiethnic environments, one that I acquired in different experiences abroad in countries also far away from the European context (like Australia). My openness to learn other languages and my passion of practicing them is a measure of my social skills and personal commitment. My level of communication with people is excellent and comes from a background of learning to understand differences and using their added value. I work well by myself but always have a team-player spirit when in a group, I acquired this through my work in ONGs, private international firms and European Institutions.

ORGANISATIONAL SKILLS  
AND COMPETENCES

I have a very good competence in dealing with projects and coordinating people, I've obtained this skill through my experiences in volunteering associations. I have a great capacity in respecting and managing fixed deadlines. I can easily manage taking care of different aspects of a project at the same period of time or working on different projects contemporaneously as well as working under pressure.

TECHNICAL SKILLS  
AND COMPETENCES

I have an excellent knowledge of the use of internet and researches through internet, of all the office programs, of windows XP, mail programs, etc. My technical skills in the field of electronics and computers is very high given my specialised studies during middle school.

ARTISTIC SKILLS  
AND COMPETENCES

I am keen on opera, modern history, arts and I play guitar and accordion.

OTHER SKILLS  
AND COMPETENCES

During my university path I went deep into subjects like international and European law, history of international relations and international economy. Thanks to that I have now an excellent knowledge of the European and international systems and in particular of the working process of the European Institutions.

I was also involved in the Erasmus project, which took me for 6 months to Caen, France. They were both wonderful experiences that gave me the chance to live in such diverse and multicultural environments where I learned easily to adapt and understand differences between people and places.

In October 2006 I went for 5 months to Sydney, Australia. During that period I studied English, and I learned more about several aspects of Australian life. Supported by my personal curiosity I went deep into several big Australian issues like: pollution, emigrations, drought, economic growth, nuclear power, ect.

DRIVING LICENCE(S)

Car driving Licence (B)

## **Additional information References:**

Prof. **Alessandro Duce**, Via dell'università 12, 43121, Parma (IT);Tel.: 0039 0521 034514,  
[Alessandro.duce@unipt.it](mailto:Alessandro.duce@unipt.it)

Prof. **Giovanni Graziani**, Via dell'università 12, 43121, Parma (IT), [giovanni.graziani@unipr.it](mailto:giovanni.graziani@unipr.it)

Mr Paul Hodson, European Commission, DG ENER, Unit C3, Rue de Mot 24, 1049  
[paul.hodson@ec.europa.eu](mailto:paul.hodson@ec.europa.eu) , tel. (0032) 0229 91258

## **Publications:**

***Spinelli, De Gasperi and the Others: what they learnt from Italian history and what they can teach us for the european challenges ahead***" (in "*Federalism writing on the Dirty Word*", 2009, EUROOPPANUORET, Uniprint 2009