

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name

GINA VILLONE

Address

Telephone

Fax

E-mail

gvillone@iom.int

Nationality

Italian

Date of birth

WORK EXPERIENCE

- Dates (2001–to present)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

2001–to present

International Organization for Migration – IOM Via L. G. Faravellis n.c. – 00162 Rome
Intergovernmental Organization

Project Assistant/Field Officer/AVR counsellor/AVR Team Leader

October 2007 to present – AVR counsellor/AVR Team leader

- Contribute to the drafting and development of Assisted Voluntary Return and Reintegration – AVR & R project proposals
- Develop the AVR activities within national and EU funding mechanisms
- Develop and design AVR information tools (Guide to the setting-up and management of micro-enterprises for migrants returning to their countries of origin; leaflets, etc)
- Supervise the collection and processing of all AVR requests
- Draft reports for donors
- Provide training and information sessions for social workers in cooperation with local authorities
- Provide constant support and counselling techniques to the Italian referral network
- Supervise project assistants working under the AVR programs implemented by IOM Italy;
- Supervise the integration assistance and monitoring of returnees in the Reintegration phase in the Countries of Origin
- Supervise the activities developed under the REVITA project – Italian Network on AVR-

September 2006 – October 2007 – Field Officer

- Making assessments and providing recommendations on the handling of incoming irregular migratory flows in the reception centre of Lampedusa
- Providing information to irregular migrants arriving via sea, in cooperation with local authorities, UNHCR and Red Cross
- Cooperating with local authorities for the identification, assistance and referral of vulnerable groups
- Securing coordination with all local institutional interlocutors (Police, Municipality, Prefecture, Camp Management) and undertaking periodical consultations on the project's activities.
- Drafting reports on the activities carried out for the Ministry of Interior

June2001-August2006projectassistant

- Elaboratingandrevisingorientationmodulesformigrantsaswellastherelevantvad emecumforMoldavianimmigrantsintheframeworkofLabourmigrationsprojects
- Organizingworkshops,seminars,conferences,trainingoftrainersandtakingcare ofoperationalaspects(booking,invitations,accommodations,etc)
- Monitoringprojectimplementation(monitortrainingcoursesaswellasupdatingbudget)
- AssistingincollectingallrelevantfinancialdocumentationrelatedtothelabourmigrationprojectsincooperationwiththeAdministrationUnit
- Draftingcorrespondencerelatedtotheproject(letter,fax,e-mailsetc)

EDUCATIONANDTRAINING

- Dates(1996–to2001)
- Nameandtypeoforganisationprovidingeducationandtraining
- Principalsubjects/occupational skillscovered
 - Titleofqualificationawarded
- Levelinnationalclassification (ifappropriate)

University“LaSapienza”,Rome,FacultyofPoliticalSciences

ItalianandInternationalLaw,ModernandContemporaryHistory,Sociology

Thisistitle“Ilriconoscimentodifattodellecoppieomosessuali–Legislazioniconfronto DiplomainPoliticalSciences

MOTHERTONGUE

ITALIAN

OTHERLANGUAGES

- Readingskills
- Writingskills
- Verbalskills

English	Spanish
Good	Good
Good	Good
Good	Good

SOCIALSKILLS ANDCOMPETENCES

Teamspirit,goodabilitytoadapttomulticulturalenvironmentsgainedthroughmyworkexperience;
Goodcommunicationskillsgainedthroughmyexperienceindifferent

ORGANISATIONLSKILLS ANDCOMPETENCES

Strongadministrativeandorganizationalskills;Experiencedinproblem-solving;Enthusiasticandcommitment;workeffectivelybothasteammemberandindependently

TECHNICALSKILLS ANDCOMPETENCES

MicrosoftOffice– word,excel,accessandpowerpoint;Compiledandeditedcomprehensivemonthlyactivity;Dailyuse ofdatabases

DRIVINGLICENCE(S)

TypeB