

**FORMATO EUROPEO
PER IL CURRICULUM
VITAE**



INFORMAZIONI PERSONALI

Nome

LUIGI DASSI

Indirizzo

Telefono

Fax

E-mail

Nazionalità

Data di nascita

January 2021 - January 2023

Norwegian Refugee Council (NRC) - Prinsens gate 2, 0152 Oslo, Norway

ESPERIENZA LAVORATIVA

Humanitarian sector, health safety & security

Training Administration Officer •full-time

• Date (da - a)

• Nome e indirizzo del datore di lavoro

• Tipo di azienda o settore

• Tipo di impiego

• Principali mansioni e responsabilità

- Focal point for HEAT training courses. Assisting in daily administrative duties including the preparation of presentations, corporate documents, managing contracts, invoicing and other confidential materials
- Being the first point of contact for participants before trainings
- Assuming the role of central contact for the team, trainers and actors ensuring prompt responses to inquiries and proficiently resolving problems
- Setting up HEAT trainings, Crisis Management trainings and HEIST trainings
- Organizing trips including scheduling, itineraries, visa's application, on-location transportation and travel expense reports
- Preparing participants' material before the training session
- Scheduling conference calls, booking conference halls and requesting linguistic services
- Budgeting
- Bridging the gaps with partners overseas
- Keeping databases and filing systems
- Supporting senior management with compiling figures for reports

- Date (da - a)
- Nome e indirizzo del datore di lavoro
- Tipo di azienda o settore
- Tipo di impiego
- Principali mansioni e responsabilità

ISTRUZIONE E FORMAZIONE

- Date (da - a)
- Nome e tipo di istituto di istruzione o formazione
- Principali materie / abilità professionali oggetto dello studio

- Date (da - a)
- Nome e tipo di istituto di istruzione o formazione
- Principali materie / abilità professionali oggetto dello studio

August 2020 - December 2020

Norwegian Refugee Council (NRC) - Prinsens gate 2, 0152 Oslo, Norway

Humanitarian sector, health safety & security

Training Administration Intern

- Assisting in daily administrative duties including the preparation of presentations, corporate documents, managing contracts, invoicing and other confidential material
- Improving administration efficiency and smoothness
- Checking and uploading of documents in a timely manner
- Performing data entry, organization of files, documents and other coordination duties
- Assisting with setting up trainings, events and meetings
- Answering and directing e-mails and phone calls
- Keeping databases and filing systems
- Researching and proof-reading
- Performing ad-hoc job-related duties when assigned
- Gap-filling roles upon assignment

August 2018 - June 2020

Universitet i Oslo (UiO)- Master degree in Public International Law - specialization in Criminal and Humanitarian Law

- Public International Law
- Human Rights and Counter-Terrorism: Striking a Balance?
- International Humanitarian Law
- International Criminal Law
- A Criminology of Globalization
- Cybersecurity Regulation
- Master Thesis - Precautions in attacks in densely populated areas, the role of Forward Observers under IHL

September 2013 - June 2016

Leeds Beckett University- Bachelor of Laws

- International Human Rights Law
- Family Law - Extended Study
- Jurisprudence
- Trusts and Trustees
- UK Anti-Terrorism Law and Policy
- Career Development: Business and Commercial Awareness
- Foundations of the Law of Equity and Trusts
- Law of the European Union
- Foundations of Property Law
- Foundations of Criminal Law
- Applied Criminal Law
- Law of Obligations One: Foundations of Contract Law
- English Legal System: Method and Skills
- Law of Obligations Two: Foundations of Tort
- Human Rights Law
- Law of Obligations Three: Scope of Liability and Remedies in Contract and Tort
- Publiclaw

CAPACITÀ E COMPETENZE

PERSONALI

Acquisite nel corso della vita e della carriera ma non necessariamente riconosciute da certificati e diplomi ufficiali.

- Office management
- Teamwork in cross-functional teams
- Public speaking
- Problem solving
- Corporate communication
- Coping with pressure and setbacks
- Events and meetings management
- MS Office
- Customer service
- Numeracy
- Emotional intelligence
- Cross-cultural sensitivity

MADRELINGUA

ITALIANO

ALTRE LINGUE

- Capacità di lettura
- Capacità di scrittura
- Capacità di espressione orale

ENGLISH

FULL PROFESSIONAL PROFICIENCY

FULL PROFESSIONAL PROFICIENCY

FULL PROFESSIONAL PROFICIENCY

ALTRE LINGUE

- Capacità di lettura
- Capacità di scrittura
- Capacità di espressione orale

FRENCH

BASIC PROFICIENCY

BASIC PROFICIENCY

BASIC PROFICIENCY

DATA

21 - 02 - 2024