

## Curriculum Vitae

PERSONAL DATA	
Name	<b>Alice Spaccini</b>
Date/place of birth	25/01/1994, Perugia (Italy)
Citizenship	Italian
Work address	Piazzale G. Menghini, 9
Phone number	+39 0755783289/3808
e-mail address	<a href="mailto:spaccinialice@gmail.com">spaccinialice@gmail.com</a>



EDUCATION			
Name of Institution	Location (City, Country)	Degree	Year
University of Perugia	Perugia, Italy	Grad student in Political Sciences and International Relations	2020

RESEARCH EXPERIENCE		
From - To	Position	Research activity
2016 - ongoing	Administrative Research Assistant	Group Manager

TECHNICAL SKILLS AND COMPETENCES
Support for scientific collaboration and connection with Institutional offices; management of grants or project draft, budget and administrative reports. Projects agenda administration. Management of office tasks, such as filing, set up for meetings, screening phone calls and routine callers. Provide real-time scheduling support by booking appointments. Making travel arrangements for congress and meetings and preparation of laboratory orders.