



# Alice Quinn Belsito

Date of birth: [REDACTED]  
Place of birth: [REDACTED]  
Address: [REDACTED]  
Email: [REDACTED]  
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## EDUCATION

**University College Dublin (UCD), Dublin, Ireland**  
09/2015 – 06/2018 Bachelor's Degree in Arts and Humanities  
Major Subjects: Sociology and Art History, with a secondary  
specialization in French  
Final Thesis: Second Class Honours, Upper Division

**University of Bologna, Ravenna Campus – Master's Degree in  
International Cooperation on Human Rights and Intercultural  
Heritage (I-CONTACT)**  
From 09/2018 – to 03/2021  
Grade: 110/110 with honors

**Université Sophia Antipolis, Nice, France**  
From 01/2020 – to 06/2020 | Erasmus  
School of Law and Migration Studies  
Main Subject: Migration Studies

**Social Change School Master PMC – Project Management  
for International Cooperation.**  
From 06/2022 – to 06/2023

## PROFESSIONAL EXPERIENCE

From 2015 – to 2018 and from 2023 - to 2024  
**Native English Tutor • Private Lessons • Florence, Italy**

- Delivered one-to-one and small group lessons in English to primary, lower secondary, and upper secondary school students;
- Planned and delivered lessons aligned with school curricula and learning objectives;
- Provided targeted support with grammar, vocabulary development, reading comprehension, writing, and conversational fluency;
- Led conversation-focused sessions to improve speaking fluency, pronunciation, and real-life communication skills;
- Prepared students for written and oral assessments, school exams, and language tests through structured practice and mock exams;
- Fostered a positive and engaging learning environment to build confidence and encourage active communication;
- Monitored progress regularly and adapted teaching strategies to ensure measurable improvement.

## LANGUAGES

**ENGLISH:** Native  
Speaker

**ITALIAN:** Native  
Speaker

**FRENCH:** Advanced  
Proficiency (C1)

**SPANISH:** Advanced  
Proficiency

### **KEY STRENGTHS**

Excellent **written** and **verbal** communication skills in **Italian, English, French and Spanish**

Excellent interpersonal skills and strong **team-working** attitude

Strong attention to detail

Excellent problem-solving skills

Strong **organizational** and **multitasking** abilities

### **DIGITAL SKILLS**

Excellent knowledge of Windows Operating System, Outlook, and Microsoft Office Applications (Word, PowerPoint, Excel)

### **ADDITIONAL INFORMATION**

European Driving License, Category B

**Baccalauréat Général ESABAC (2015)**

From 10/2019 – to 12/2019

**School Youth Program Facilitator • Municipality of Ravenna • Ravenna, Italy**

EuRoPe 2019 ‘The World Around Us: Human Rights Workshop’

- Designed, organized, and coordinated an educational project focused on human rights awareness for students aged 10–14
- Planned and delivered interactive workshops and learning activities to promote civic engagement, inclusion, and social responsibility
- Developed teaching materials, presentations, and group exercises tailored to students’ age and learning levels
- Facilitated discussions and participatory activities to encourage critical thinking and active involvement
- Collaborated with teachers and school staff to integrate the project within the school environment
- Managed group dynamics and ensured a positive, safe, and inclusive learning atmosphere.

From 11/2025 – to 12/2025

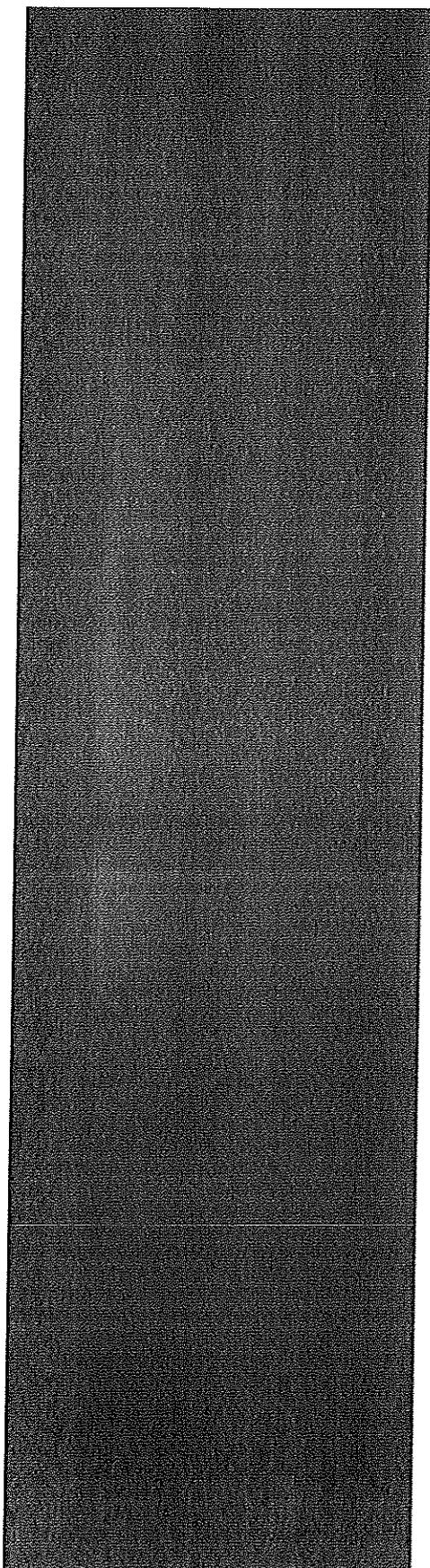
**Station Manager • Oxfam Italy • Arezzo, Italy • Project “Incarto il presente, regala un futuro”**

- Managed daily operations of the fundraising station;
- Coordinated and trained volunteers to ensure smooth workflow and engagement;
- Supervised gift-wrapping activities and raised customer awareness about Oxfam’s mission;
- Handled donations securely and prepared daily reports.

Dal 09/2024 – Al 05/09/2025

**Civil Service Volunteer • Cospe Ecuador • Quito, Ecuador International Civil Service**

- Assisted in drafting project documents and provided administrative support to the team;
- Entered and updated data in Microsoft Excel and contributed to reporting;
- Supported the organization of field activities, including transportation, accommodation, materials, local contacts, and on-site missions;
- Provided translation and interpretation support between English, Italian, and Spanish for documents and meetings.



From 03/2021 –to 09/2024

**Analyst • Engineering Ingegneria Informatica • Florence, Italy**

- Independently managed compliance activities for an external client (Telepass);
- Maintained direct client relationship with Telepass, ensuring effective communication and timely coordination of activities;
- Supported the management of monthly financial closures for projects, using Microsoft Excel (including creation of pivot tables and customized reports);
- Prepared and updated Excel files for monthly reporting purposes;
- Coordinated and led handover sessions for Telepass internal staff, providing training to ensure correct system management and effective knowledge transfer;
- Provided translation and interpretation support between Italian and English for documents and reports.

From 01/2024 – to 04-2024

**Intern • Caritas Lodigiana • Lodi, Italy**

- Designed and drafted the project proposal “*LiberiAmo la Femminilità: Prevention and Equality Without Borders*” for the AssiCuriamo grant;
- Managed Caritas Lodi’s Instagram and Facebook accounts, including content creation and publication for fundraising campaigns;
- Oversaw all activities related to the production of the children’s book “*Bedtime Stories*”, including translating content between French, English, and Italian;
- Supported the staff of the women’s shelter in daily activities with female residents.

From 11/2019 – to 02/2020

**Intern • Oxfam Italia • Florence, Italy**

**Project: “Naseej” – Combating Gender-Based Violence in Yemen, Palestine, and Iraq**

- Assisted in reviewing content for Oxfam Italy’s website a
- Supported the creation of the Logical Framework (Logframe) for the *Naseej* project
- Provided translation and interpretation support between English and Italian for project documents.

From 11/2016 – to 06/2018

**Sales Assistant • O’Briens Wine Off-License • Greystones Co. Wicklow (Ireland)**

- Assisted with sales activities and provided after-sales support
- Managed orders and payments
- Maintained and developed customer relationships

Autorizzo il trattamento dei miei dati personali ai sensi del D.Lgs. 196/2003 e s.m.i. e del Regolamento UE 2016/679 (GDPR).