

Marco Polvara

Work Experience

Project Digitisation Assistant

Library & University Collections, University of Edinburgh

February 2017–present

- Digitise PhD theses using a range of equipment.
- Convert digital files into digitised copies of theses and create metadata records to facilitate access to the theses via the institutional repository.
- Take minutes of team meetings and carry out other administrative duties.
- Promote the project via blogposts and social media.

Shelving Assistant

Library & University Collections, University of Edinburgh

November 2015–February 2017

- Sort and return library material.
- During the Collections Compression Project, supervise the correct movement of the collections and provide support and guidance to users.

Media and Promotion Officer

Summerhall TV, Edinburgh

August 2016-December 2016

- Run marketing campaigns for cultural events via social media, e-mail, and telephone targeting specific yet wide audiences.
- Run reports about the campaigns, gathering feedback and statistics from our social media accounts.
- Update website using WordPress and Vimeo.

Media and Events Intern

Edinburgh Spy Week 2016

March 2016-April 2016; February 2017-March 2017

- Promote the festival on social media and at events (e.g. Edinburgh City of Literature Salon), as well as provide social media coverage of the events.
- Welcome the audience and provide logistic support at the events.
- Organise and promote the correlated Wikipedia editing workshop.

Education

MSc in Literature and Modernity

September 2014-August 2015, University of Edinburgh

Erasmus Exchange in Spain

September 2012-July 2013, Universidad Complutense de Madrid

BA in Modern Foreign Languages and Literatures: English and Spanish

September 2010-March 2014, Università degli Studi di Bergamo, Italy

Volunteer Experience

Editorial Board Member

***BITS* (Magazine of the Information Services), University of Edinburgh**

June 2016-present

- Write, edit, and proofread articles.
- Help with administrative duties such as the distribution of the magazine.

Volunteer

Edinburgh Amnesty Bookshop

October 2016-February 2017

- Greet customers and answer their enquiries.
- Price and shelve books, handle payments, and keep track of sales.
- Open and close the shop.

Volunteer

Scottish Poetry Library, Edinburgh

September 2016-February 2017

- Welcome users, answer their enquiries, and register them as members.
- Write book reviews for their bookshop.

Volunteer

Centre for Research Collections, University of Edinburgh

June 2016-February 2017

- Answer enquiries by e-mail, phone, and in person.
- Register users, explain the regulations, and collect material for them.
- Update databases and ensure paper documentation is in order.
- Process invoices for reprographic services and digital conversion orders.

Intern

Luath Press, Edinburgh

December 2015

- Write AI sheets.
- Update press lists.
- Do market research for upcoming publications and events.
- Edit and proofread manuscripts.
- Translate book reviews from Italian into English.

Language Skills

English: C2

Certificates: IELTS, August 2014, Edinburgh; CPE, July 2012, Milan.

Spanish: C2

Certificate: DELE (C1), May 2013, Madrid.

Italian: Native