



Europass Curriculum Vitae

Personal Information

First name / Surname

Roberta Caccialupi

Work Experience

Audiovisual Production Specialist (Category D)

Dates: November 2020 – Present

Employer: University of Milano-Bicocca – Multimedia Services (Information Systems area)

Type of business or sector: University

Main responsibilities:

- Coordination of multimedia projects in the audio-video area
- Management of logistics and production (clients, participants, external teams)
- Storyboarding and scriptwriting
- Supervision from pre-production to final delivery
- Motion graphic production
- Research and implementation of innovative tech solutions, with focus on AI

- Types of content: institutional, promotional, scientific dissemination, MUSA projects
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Administrative Officer (Category C)

Dates: January 2015 – November 2020

Employer: University of Milano-Bicocca – Multimedia Services

Type of business or sector: University

Main responsibilities:

- Multimedia project coordination
 - Video production, motion graphics
 - Supervision of filming and editing
 - Technology scouting and service development
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Administrative Officer (Category C)

Dates: October 2007 – December 2014

Employer: University of Milano-Bicocca – Multimedia Production Center (CPM)

Type of business or sector: University

Main responsibilities:

- Management of multimedia-learning projects
 - Audio-video digitization, content management
 - Instructional design and media asset management
 - Visual design and interface structure
 - Key projects: MeetMeTonight, EXPO 2015 Committee site, BiMul
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Educational Systems Coordinator

Dates: March 2005 – September 2006

Employer: University of Milano-Bicocca – Educational Offer Department

Type of business or sector: University

Main responsibilities:

- Requirements analysis for teaching planning software
 - Supplier coordination
 - Internal staff training
 - Data analysis and system integration
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Department Secretary

Dates: January 2004 – January 2005

Employer: University of Milano-Bicocca – Dept. of Mathematics and Applications

Type of business or sector: University

Main responsibilities:

- General administrative support
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Teaching and Research Assistant / Lecturer

Dates: 2000 – 2003

Employer: University of Milan / University of Insubria

Type of business or sector: University

Main responsibilities:

- Research support in history and international relations
 - Teaching "Web Languages I" (usability, web design, HTML, CSS, PHP)
 - Supervision of theses on virtual museums and CMS design
 - Published academic research
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Editor

Dates: June 1999 – December 2000

Employer: Uomini & Affari – Mediasetonline

Type of business or sector: Multimedia Communication

Main responsibilities:

- Journalism and editing for the television section
 - Press office coordination
 - Web publishing and multimedia content management
 - Video and photo editing
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Education and Training

PhD in Multimedia Processing for Historical Studies

Date: February 28, 2003

Institution: University of Milan

Main topics: History of ideas, international relations, digital document conversion, search engine development, humanities data management

Master's in Informatics for the Humanities (MIU)

Date: October 18, 2004

Institution: University of Milano-Bicocca

Main topics: HTML, XML, UML, project management, databases

Qualification: First-level Master

Master's Degree in Modern Literature

Date: May 5, 1999

Institution: University of Milan

Grade: 110/110

Main topics: History of ideas and international relations

Diploma in Communication – Specialization in Copywriting

Date: June 12, 1994

Institution: Institute of Communication

Main topics: Advertising, creative writing, communication techniques

Classical High School Diploma

Date: July 1991

Institution: Giosuè Carducci Classical High School, Bolzano

Grade: 48/60

Personal Skills

Mother tongue(s)

Italian

Other language(s)

English

- Reading: Good
- Writing: Fair
- Speaking: Good

German (*Bilingualism certification*)

- Reading: Good

- Writing: Fair
 - Speaking: Fair
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Communication skills

- Strong interpersonal skills
 - Excellent ability to meet deadlines and work towards objectives
 - Effective in teamwork and autonomous environments
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Organisational / Managerial skills

- Project management and coordination
 - Problem-solving and decision-making
 - Independent planning and time management
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Digital skills

- **Video and multimedia:** Adobe Premiere, Photoshop, motion graphics
 - **Content management:** Wordpress, DSpace, Kaltura
 - **Web technologies:** HTML, CSS, usability, information architecture
 - **Social media:** Strategy and content creation
 - **Systems integration:** Data analysis, educational software, backend coordination
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Additional Information

Driving licence

Category B

Data protection statement

I am aware that false statements are punishable under applicable laws. I authorize the processing of my personal data under Law 675/96 and subsequent legislation (GDPR).