PERSONAL INFORMATION Tania Sanna



Address:

+39

Date and place of birth

WORK EXPERIENCE

November 2024 - today

IRCCS National Cancer Institute Foundation (INT), NW Design (Pintworth S.r.l.), Communications Specialist EU Projects- Book on a tree, UK/

- Creation of outreach materials based on scientific articles, including articles, infographics, presentations, posts, and other materials for social media, newsletters, etc;
- Collaboration and coordination with researchers and partners to translate scientific articles and their findings into materials for a non-specialist audience;
- Supporting project communication with a focus on dissemination and outreach strategies;
- Supporting and organizing online and offline events;
- Supporting editorial calendar and project website;
- Supporting implementation of DECO Strategy and PM.

July 2022 – December 2023

Communications Support Officer – ENISA The European Union Agency for Cybersecurity, Greece

- Managing ENISA websites and portals: drafting and updating content, managing Design projects and revamp;
- Responsible for publications: content drafting and graphic project manager
- Project Manager for graphic design projects;
- Supporting Communication and Outreach Strategy and drafting ENISA policy;
- Supporting and organising institutional events, conferences, meetings and workshop with external and internal stakeholders, drafting presentations and ppts, taking minutes.

January 2017 – today

Tutor in Cultural and Event Project Management, University Ca' Foscari of Venice, Italy

- Tutor in Project Management projects;
- Member for thesis discussion.

June 2021 – July 2022

Administrative Assistant – Ministry of Foreign Affair and International Cooperation- Cultural Office of the Italian Embassy in Athens, Greece

- Institutional Communication: assisting during meetings, supporting presentations and drafting minutes;
- Mailbox responsible; drafting emails and material for catalogues, brochures, etc.;
- Media, social media and website responsible: drafting content for media and SM, responsible for PRs and news for the Ministry, drafting interviews;
- Organisation of internal events and supporting external events;
- Project Manager.

February 2017 – December 2019

European Account Manager - Spark44, Germany

- Working on 360° campaigns and new product launches and communication campaigns;
- Digital Project Management: wireframes, new content and visuals, leading migration from CMSs; coordinating new projects and development of new businesses;
- Digital Campaign Management: Social and Corporate website (In, FB, YT and IG) from content planning, uploading to tracking;
- Market coordination: maintain clear and constant communication with Spark44 offices (Benelux, France, Germany, Iberia, Italy) on global positioning and processes;
- Strategic yearly and multiannual communication plans drafting.

February 2016 – August 2016

Employer Branding and Outreach HR Coordinator - EIB European Investment Bank, Luxembourg

- Events and visiting (HR, Protocol, Communications): organisation of information days with universities or visitors together with Protocol;
- Career Page: developing guidelines including content, design, structure and alignment with CRM;
- Planning strategy and content in cooperation with the Communication Team for Facebook, YouTube, Blog, intranet and extranet;
- LinkedIn Career Page and Glassdoor responsible: drafting and planning content in cooperation with the Communication Officer and the relevant Business Area and departments;
- Coordinating Employer Branding video testimonial filming.

June 2011- March 2015;
September 2016 – January 2017

Communication and Marketing Manager- Edilingua Edizioni, Greece - Italy

- Public Relations Responsible (fairs, universities, ministries of education, conferences etc.): acting as a main contact, drafting news and content for educational websites;
- Internal and External Communication (developing strategies, coordinating and editing content, handling communication with external high-level stakeholders);
- Production for various publications: educational material, brochures, manuals, papers;
- Supporting, developing and testing digital projects: IWB software, application for Apple and Android, audio-visuals and blended learning platform i-d-e-e-.it.

February 2011- June 2011

Personal Assistant and Communication Assistant- Robert Bosch, Greece

- Assistant to the Automotive Director and Communication Manager;
- Coordinating External Automotive Website Content together with the Region;
- Organisation and communication of seminars and events;
- Leaflets, catalogues, handouts translation and editor coordination and production.

May 2010- December 2010

Creative Copywriter- Velti, Greece

- Website and social media content writer;
- Copywriter for various mobile network operators;
- Coordinating a small copywriter team.

March 2009- June 2009

Junior Account Executive- Publicis Consultant, Greece

- Communication and public relations;
- Event Organiser;

- Junior Account.

July 2004- September 2004 — Travel Agency Assistant- Intorno al Mondo, Italy.
- Event and assistant;
- Administrative assistant and customer care.

EDUCATION AND TRAINING

January 2020 - today — PhD in Philology and Philosophy
University Johannes Gutenberg, Mainz, Germany

October 2012 - April 2014 — Master in Education and Adult Teaching
University of Ca' Foscari, Venice, Italy

October 2007 - April 2014 — Master in Advertising and Institutional Communication
University of Modena and Reggio Emilia, Department of Communication and Economics, Modena and Reggio Emilia, Italy

October 2002 - October 2007 — Bachelor in Languages and Communication
University of Cagliari, Italy

February 2016- May 2016 — **Social Media: Twitter, Periscope, LinkedIn & Google Plus, Brand Monitoring and Social Reputation Online**
24 Ore Business School

July 2014 — PMP Certification Test Preparation. Course Nr. E10701
Hellenic American Union and Business Management Consultant

Mother Tongue: Italian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	ECPE Certificate, Examination of Proficiency of English				
Greek	C2	C2	C2	C2	C2
	Certificate of Attainment in Greek - Ellinomatheia				
French	C1	B2	B2	B2	B2
	Institut National des Langues, Luxembourg				
German	B2	B2	B2	B2	B2
	Goethe Institut, VHS Frankfurt				

Computer skills
- Good command of Microsoft Office™ tools (Word, Excel, PPT, Outlook, P4W);
- Media and Social Media (Facebook, LinkedIn, Twitter, Glassdoor, YouTube);
- Prezi;
- InDesign, Shutterstock, Canva, GoAnimate;

- CMS (WordPress, Plone, etc.);
- Moodle;
- CRMs;
- SAP, GED, JIRA, EU Commission Tools.

Autorizzo il trattamento dei miei dati personali ai sensi del D.P.R. n. 445/2000.

Data: Atene, 24 giugno 2026 FIRMA

