

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	MANFREDINI MATTEO
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E-mail	Matteo.manfredini@europarl.europa.eu
Nationality	Italian
Date of birth	27/03/1982
Place of birth	CASTELNOVO MONTI, REGGIO EMILIA; ITALY
Sex	Male
Marital status	Single

WORK EXPERIENCE

- | | |
|---|---|
| <ul style="list-style-type: none">• Dates (from – to)• Name and address of employer<ul style="list-style-type: none">• Type of business or sector• Occupation or position held• Main activities and responsibilities | <p>12/2020– PRESENT</p> <p>European Parliament</p> <p>DG Fins, Member' Salaries and Social Entitlements Unit</p> <p>Financial Initiator</p> <ul style="list-style-type: none">– Implementing the rules applicable to pensions covered by Articles 75 and 76 of the Implementing Measures for the Statute for Members of the European Parliament, notably as regards survivors' and invalidity pensions and the additional voluntary pension scheme (PEAM rules annexes I, II and VII (SURVIDE and PECODE).– Managing the portfolio of pension beneficiaries, including deductions for national pensions, recoveries, correspondence with beneficiaries and relevant national authorities. Assisting former Members when needed.– Prepare and execute monthly pension payments for pensions (under Annexes I, II and VII to the PEAM Rules, the latter in cooperation with the secretariat of the MEPs' pension fund) via FMS– Drafting various letters and other documents relating to the unit's activities |
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12/2013 – 11/2018

European Parliament

DG Comm, House of European History

Assistant curator

- Member of the *permanence team* during weekends and public holidays. This involved a first-hand assistance to visitors in case of problems or questions
- Responsible of the museum database (Museum plus). Registering and updating information and details for the objects owned by the House of European History
- Responsible for the museum library
- Helping with the organisation of meeting with external contractors
- Following-up financial dossiers related to the temporary exhibitions (usually with a length of 12 months) via Webcontract. This involved also opening of tenders for contractors and the administrative support to the HoU in preparation of tenders

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02/2013 – 12/2015

European Parliament

DG Fins, Travel Expenses Unit

Auditor/Financial officer

- Member of the front office team. Assisting Members in collecting and dealing with general questions related to their reimbursement procedures.
- Creation of financial agreements for external service through webcontract application
- Controlling and following-up of the inconsistencies between payment executed and the Statues of the Members of the European Parliament
- Helping the unit in planning and organizing meetings

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01/2009 – 05/2012

European Commission, DG TREN, Unit C3

Energy efficiency

Assistant HoU Energy efficiency of products (Mr Paul Hodson)

- Providing assistance to desk officers regarding energy efficiency projects (Covenant of Mayors-ELENA-Isle Pact)
- Monitoring the coherence of the structure, the methods of navigation and the content of the unit websites
- Contributing in the preparation of the annual "Sustainable Energy Week"
- Organizing meetings and conferences with stakeholders.

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered

11/2004 – 10/2006

Università degli Studi di Parma; via Università 12; 43100; Parma; Italy

Majors: International and European comparative politics, European comparative industrial relations, Europeanisation of public policies, History of International Relations. Thesis, after 6 months of analysis on the original documents of Italian Ministry of Foreign Affairs: "8 and 29 September 1943: Italy in fronts of the armistices of Cassibile and Malta".

• Title of qualification awarded

Master's Degree in European Studies

• Dates (from – to)

10/2001 – 09/2004

• Name and type of organization
providing education and training

Università degli Studi di Parma; via Università 12; 43100; Parma; Italy

• Principal subjects/occupational
skills covered

European law, International Relations, European politics and institutions, International Economics, Contemporary History. Thesis "The European law in the field of products which have the label: Appellation d'Origine Contrôlée. The Parmesan trial ". Supervisor Prof. Giovanni Graziani

• Title of qualification awarded

Bachelor's Degree in Political Science

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

Italian

OTHER LANGUAGES

[Specify language]

• Reading skills

English

French

German

Proficient user

Proficient user

Basic user

• Writing skills

Proficient user

Independent
user

Basic user

• Verbal skills

Proficient user

Proficient user

Independent
user

OTHER SKILLS
AND COMPETENCES

It is worth mentioning I have been participating for 3 years in the 'back to school' project (from 2016 to 2018). This experience enabled me to speak in front of high school classes and sharing my experience in the European institutions with young students.

I also volunteer during the open days. That was a great opportunity to show to European citizens the daily tasks of my unit. It was an enriching experience, a chance to bring the Parliament and its staff closer to people.

I have been an active member of several European organizations (such as the European Movement and the European Feudalist Movement) since I was a student at the university of Parma. This allowed me to speak in public about European integration, European history and to establish solid relations with national institutions (such as municipalities, schools, and regional governments).

In 2021 I participate in a project launched by Europe-Direct Bologna together with the University of Bologna. The collaboration led to an online event where I answered to questions from students about my path within the European Institutions.

DRIVING LICENCE(S)

Car driving Licence (B)