



As a Project Manager I have successfully managed multiple projects during all its phases: conception - planning - development/production - delivery. I use my communication skills to elicit customer requirements and develop strong relationships with key stakeholders throughout the project lifecycle. I have strong problem-solving capabilities that I use to mitigate risks and issues, allowing projects to meet deadlines, budgets and objectives.

ALINE MATEGAKI

E-Learning Specialist - Digital Project Manager



WORK EXPERIENCE

- 2016 - present** **Amicucci Formazione**
E-Learning Specialist – Digital Project Manager
Prioritize multiple simultaneous projects, identify clients' needs, estimate cost, budget and time, define milestones, manage a team of multi-disciplined staff: Instructional Designers, Learning Technologists, Graphic Designers, Film Producers & Editors, risk management, quality control of the training courses developed.
Create storyboards, develop clear and concise training content, user guides, content for marketing campaigns.
Resolve technical issues, e-learning platform second level assistance, upload courses and scorm packages.
- 2017 - Present** **LEM Production**
Production Assistant - Director's Assistant for corporate videos (occasional collaborations)
Prioritize, plan, schedule and manage production activities: develop and track production schedule, general office administration, Set preparation, arrange logistics, deliver communications between the director and other production members.
- 2011 - 2016** **Service & Work**
Project Manager/Content Editor
Developed project on Video Relay System for the deaf, coordinated and delivered training to the team of interpreters, implemented new policy and procedure guidelines for the company, organized events, created multimedia content for the web.
- 2011 - Present** **Interpreter and Teacher of Italian Sign Language - LIS (Freelance)**
- 2007 - 2009** **Intralot**
Executive Assistant
Create presentations and reports for the Directors' Board, arrange meetings, events, logistics, organization of events, creation of contents for the web, translation of documents.



EDUCATION

- 2018** **FEICOM - Italian Federation of Communication and Multimedia**
Videomaking for journalism and digital communication.
- 2015** **University of Padua - Department of Philosophy, Sociology, Pedagogy and Applied Psychology**
Master's Degree on E-Learning Theory and Methodology and Media Education.
- 2011** **Certification on Italian Sign Language Interpreting (LIS) and teaching**
- 2009** **University of Bologna - Bachelor of Arts in Fine Arts, Music and Drama.**
- 2000** Cambridge First Certificate released by the University of Cambridge ESOL examinations.
- 1999** DELF (Diplôme d'études en langue française) A1, A2, A3, A4 released by the Ministère de l'Éducation nationale française.

CONTACT

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SKILLS

Office 365 - Microsoft Project		Greek (mother tongue)	
Moodle			
Articulate Storyline		Italian	
Editing audio/video: Audacity, Finale NotePad, Praat, iMovie, Premiere		English	
		French	
Content development: Prezi, Epub, Slideshare, Powtoon, Piktchart		Italian Sign language (LIS)	