



ISABELLA L. BOLOGNESE

Employment

11/2018 – present **English Content Editor - Archiproducts**, Bari (Italy)

- Select external material for publication;
- Compile material for weekly and bi-weekly newsletters;
- Write and translate copy for publication;
- Conduct interviews at industry fairs and liaise with brand representatives to expand network.

10/2018 – 01/2019 **Program Assistant - Soapbox Feminist Camp**, New York (USA)

- Manage online presence, co-ordinate communication and act as group mediator;
- Organize and guide participants on excursions.

01/2018 – 10/2018 **Freelance Translator and Proofreader**

09/2016 – 01/2018 **Concierge - Francis Ford Coppola Hideaway**, Bernalda (Italy)

- Oversee interdepartmental communication and liaisons with partners and guests;
- Tailor exclusive bespoke tour packages, guiding guests on excursions;
- Manage online and phone bookings, answer queries, oversee customer satisfaction procedure;
- Finance administration, train new staff, manage Front Desk;
- Draft and translate texts for website and promotional material.

03-04/2016 **Visiting Researcher - LaMOP, La Sorbonne**, Paris I (France)

- Carry out proposed research project within the specified contract time;
- Deliver a presentation to members of the Institute outlining key research aims and outcomes.

05/2014 – 12/2015 **Researcher (Italian Voices ERC Project) - School of Languages, Cultures and Societies**, University of Leeds (UK)

- Translate research texts for publication;
- Promote project on social channels (blog, twitter and facebook) and organize dedicated events;
- Obtain licenses and permissions for publication purposes, and process project payments;

05/2015 – 10/2015 **Live Guide - Armley Mills Leeds Industrial Museum** (UK)

- Supervise temporary exhibition site, and provide interpretational assistance to visitors.

2010 – 2014 **Postgraduate tutor (Medieval History and Italian) - School of History**, University of Leeds (UK)

- Prepare seminar material and lead undergraduate and postgraduate seminar discussions;
- Mark essays and assignments respecting set deadlines and provide feedback to students;
- Collect and evaluate student feedback and draft proposals for course improvement.

2013 – 2014 **Customer Service Team - University of Leeds Library** (UK)

- User relations, assisting with loans, queries and research methods;
- Behavioural management;
- Front and back office administration.

2012 – 2014 **Editor - International Medieval Bibliography**, Leeds (UK)

- Research relevant publications and obtain sample copies for review;
- Draft reviews of recent works for publication in journal.

2009 - 2012 **Conference Representative - Leeds International Medieval Congress** (UK)

- Welcome academics from over 40 countries, and answer general enquiries;
- Guide delegates on excursions.



Education

2014 **PhD History**

University of Leeds

2009 **MA Medieval Studies**

University of Leeds

2008 **Bachelor of Arts (Hons)**

University of Adelaide

Including: 2005 1st Year of

Laurea in Beni Culturali majoring in Medieval Archaeology,

Università degli studi Suor Orsola Benincasa (Naples)

Languages

Mother Tongues:

English and Italian (bilingual)

French Excellent

Spanish Good

Mandarin Basic

German Basic

Portuguese Basic

Interests

A passionate hiker and sports enthusiast, I have helped build a yurt in Alsace, herded reindeer in Norway, and am a gifted tortellini crafter and yarn worker.

Academic Achievements and Scholarships

- 2012 **Economic History Society Initiatives and Conference Fund** – £1200 – This was awarded to the organisers of the Second Annual Leeds Monasticism Conference, made up of a team of 4 PhD researchers, including myself.
- 2012 **Economic History Society Research Fund for Graduate Students** – £500 – This was awarded to allow me to undertake a one-month research visit to the Warburg Institute and the British Library in London during the month of April.
- 2012 **Manuscript Summer School Bursary** (Centre for Manuscripts, Tbilisi, Georgia).
- 2009-2012 **Beresford PhD Scholarship** (University of Leeds) – fees + £10,000 p.a. maintenance.
- 2008 **Full Fee Scholarship** (University of Leeds) – full fees.
- 2008 **Centre for Medieval Studies Scholarship** (University of York) – £300, declined.
- 2008 **Vera May Swift Prize for English III** (University of Adelaide) – AU\$300.
- 2004 **State Prize for Italian** (SSABSA) – AU\$250.



Certificates and Training

- 2018 **Translation in Practice** – Nanjing University MOOC
- 2018 **Behind the Scenes at the 21st Century Museum** – University of Leicester MOOC
- 2017 **Gender and Development** – Deakin University MOOC
- 2015 **Advanced French** – Alliance Française de Strasbourg (France)
- 2014 **Ayurvedic Yoga Massage 1st level** – Despina Psarra's Ayurvedic Yoga Massage, Leeds (UK)
- 2012 **Georgian Script Summer School** – National Centre for Manuscripts, Tbilisi (Georgia)
- 2012 **Introduction to GIS Using MapInfo** – School of Geography, University of Leeds (UK)
- 2010 **Beginners German** – Language Centre, University of Leeds (UK)
- 2010 **Speed Reading** – Staff Departmental Development Unit, Univ. of Leeds (UK)
- 2010 **Designing a Database in Microsoft Access 2007** – Information Systems Services, University of Leeds (UK)

