



Anisa Beba

## CONTACT

 [www.linkedin.com/in/anisa-beba](https://www.linkedin.com/in/anisa-beba)



europass

## ABOUT MYSELF

As an art historian with a nurtured experience in both field-research and in-office activities such as cataloging, editing, exhibition context and project management. In past years, I have extended my expertise in graphics and marketing skills. Proficient in guest management and visitor guidance due to my friendly and welcoming nature.

## EDUCATION AND TRAINING

13/04/2018 Italy

● **Postgraduate Degrees in Art history** University of Turin

**Final grade** 109/110 | **Level in EQF** EQF level 7 | **Thesis** Figurative art in the 19th century in Albania: Mirror or pretext of a national renaissance

19/09/2012 Italy

● **Class of First Degrees in Visual arts, Music, Performing arts and Fashion studies - DAMS** University of Turin

**Final grade** 105/110 | **Level in EQF** EQF level 6 | **Thesis** The museums in Albania after the Second World War

10/07/2007 Tirana, Albania

● **Diploma of High School** Jordan Misja Artistic Lyceum

**Final grade** 100/100 | **Level in EQF** EQF level 4

## PROFESSIONAL UPDATE

18/01/2021 – 14/07/2021

● **Professional training in Social media communication, Marketing and Graphic design**

- Trained to approach at computer and media software with 3 different roles: Graphic designer, Marketing and Social media manager.
- Developed technical, analytical and communication skills and acknowledged various media platforms
- Conducted work in agency as Content Creator at: <https://www.progettazionedesign.com/blog/>

## SKILLS

● **Proficiency & Aptitude**

**Digital:** Computer proficient in MS Office Windows and Macintosh platforms, Collective Access, Wordpress, Suite Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere, After Effects)

**Languages:** Fluent in English, Italian, Albanian, beginner conversational in French, and beginner in Spanish and Deutsch.

**Activities:** Dedicated to drawing and painting as Professional Artist exhibiting personal works in Albania at the National Gallery of Tirana in 2006 and at the National History Museum of Tirana for the exhibition *Art dhe Histori* in 2007

## MORE

● **Achievements**

- IELTS Academic - English Language Test (B2-C1) - Achievement of Competent and Good user (score 6.5) for professional and higher education purposes, May 2021
- General Health and Safety Training for Workers 'Formazione Generale alla Salute e Sicurezza per i Lavoratori' (Art.37 D.Lgs. 81/2008), February 2018
- Training class on building a Culture Plan (with Associazione Altera), in Summer 2017
- Attestation in "The professional role of the Registrar" (with Ministero dei beni e delle attività culturali e del turismo, Soprintendenza e UniTo), in Spring 2016
- Workshop study on plaster cast collections "Gypsotheca in penumbra" (with Associazione Arteco), in Autumn 2013
- Certification: **ECDL Full** - Level Core (Office, Excel, Access, Power Point, Outlook, Web), 2009

## WORK EXPERIENCE

**Pearson Italia** Torino, Italy

### PHOTO EDITOR

10/2018 – 03/2020

- Collaboration with Pearson editor on 3 volumes of literary anthology:

*Il tuo sguardo domani vol. A*

*Il tuo sguardo domani vol. B con Percorso - Le origini delle letteratura*

*BES - Impara facile - Il tuo sguardo domani. Per le Scuole superiori*

- Experienced multitasker different tasks assigned, learning photo editing software tools, becoming copyright expert, negotiated on fees and rights permissions, managed the editorial budget, coordinated research assignments on Pearson Assets Library and archive
- Interacted with several artists, institutions, illustrators, publishers, and over 30 advertising and photo stock agencies as Getty, Bridgeman, Alamy
- Skilled in implementing new ideas with artistic mindset and attention to detail, time management efficient during publication process and dealt with stress

<https://it.pearson.com/>

Torino, Italy

### RECEPTIONIST & OFFICE MANAGEMENT

2017 – 2019

#### **ARTISSIMA - 2019**

- Attended front desk receptionist and interacted in a multicultural environment with intercontinental exhibitors, guests, vendors, clients and customers expected during the days of setting up and organising the fair
- Learned software to print ID badges, resolved issues in team-working dealing with emergencies in a timely and effective manner while streamlining office operations, listened to guests needs and indicated the updated activities in the city during the days of the event

#### **ARTISSIMA - 2018**

- Greeted walk-in visitors of the fair and offer assistance for the activities performed in the Kids Juventus workshop and handled Data entry to user registration in compliance with the processing of sensitive data

<https://www.artissima.art/en/>

#### **October 2017 - October 2018 - NATIONAL SERVICE (1 year voluntary work) - Office, Data Entry & Receiving**

- Supported Front and Back Office operational management and Data Entry service in a Student Residence managed by the Giuliano Accomazzi Social Cooperative, received guests and deal with their bookings, managed customers, correspondence of couriers and suppliers, knowledge of HACCP rules
- Collaborated in the administration of office practices, storage and processing of sensitive data
- Achieved: General Health and Safety Training for Workers 'Formazione Generale alla Salute e Sicurezza per i Lavoratori' (Art.37 D.Lgs. 81/2008)

<http://coopaccomazzi.it/>

Torino, Italy

### ARCHIVIST

**November 2018 - November 2019 - (9 month experience) Laboratorio di Storia e Beni Culturali - DIST, Politecnico di Torino:**

1. Multitasker activity started as an extracurricular internship and continued as a research grant, management of the main archiving activities as Declutter and Data Entry, provided user access to records and archives inventory and specialised in digitisation of analogue records on Collective Access software and cataloging: documents, photographs, architectural drawings and illustrations made in the Architecture Workroom Rosani <https://poli.maps>

#### **May - July 2011 - Photographic Archive (GAM) - Fondazione Torino Musei:**

1. Experienced internship in several roles: Customer Support to obtain copyright for the publishing of photographic material in FTP files or mastered media, Served to publishing companies and auction houses as Sotheby's and Christie's, Analysed digital documents on intern platforms as: GAM Multimedia, Fondo Gabinio, GAM Database and Digital Archive of Online Sales <https://www.fondazionetorinomusei.it/it/servizi-al-pubblico/archivio-fotografico>

**Associazione Dilettantistica "SPORTKIDS a.s.d."** Ciriè, Italy

### TEACHER OF ART AND TECHNIQUES

01/2017 – 06/2017

1. Taught artistic techniques, perspective, chiaro-scuro and painting
2. Empathised and cured every aspect for the students' works exhibition, designed and implemented the graphic presentation brochures

<https://www.sportkids.info/>

Italy

## EXHIBITION CURATOR & PROMOTER

12/2012 – 10/2014

### **2013, 2014 - 2 collaborations at the Pentesilea Cultural Association**

*March 2013:* Guided tour of the temporary exhibition "Treasures of the Albanian cultural heritage" at Palazzo Madama, for the members of the Pentesilea Cultural Association to discover the museum collections of Tirana

*April - October 2014:* Project "*On the tracks of the Solari*"

- Learned critical thinking and manage data literacy, compared research with the parish and municipal archives in all Piedmont and presented study of scagliola works enhancing the value of the territory that hosts them
- Specialised working teams, communication and organisational skills

<http://www.monferrato.org/ita/blog/sulle-tracce-dei-solari-itinerari-darte-sacra-lungo-le-vie-delle-maestranze-migranti-nel-piemonte-del-settecento/61ff228fb271fbf46aecb06ff3abfa1e.html>

### **Dicembre 2012 - March 2013 - Internship at the Museo Civico d'Arte Antica - Palazzo Madama, Fondazione Torino Musei**

- Supported the triage of preparing the temporary exhibition *Treasures of the Albanian cultural heritage*, practiced the elaboration of text files and cataloging in Albanian language
- Managed to advertise the event through the Albanian community and collected public survey and visitor's reviews in a report

<https://www.palazzomadamatorino.it/it/blog/maggio-2013/lesperienza-di-stage-di-anisa>

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Italian & Albanian

**OTHER LANGUAGE(S):** English : IELTS Academic (B2 - C1) | French : Beginners (A2) | Spanish & Deutsch : Beginners (A1)

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