



MARINA GALIOTO

DR.

CONTACT



338 476 2095



marina.galioto@unipa.it



Palermo 90128



<https://orcid.org/0000-0002-9064-703X>



06/04/1979



italian

SKILLS

- Presentation Development
- Research and analysis
- Event Coordination
- Database Updating
- Social Media Management
- Punctual and Reliable
- Microsoft Office Suite
- Event Organization
- Visual Communication
- Performance Improvement
- Social Media Platforms
- Complex Problem-Solving
- Event Planning

PROFESSIONAL SUMMARY

Versatile professional experienced in overseeing and coordinating organizational operations across multiple departments. Well-versed in process optimization, performance management, and team coordination. Adept at developing and implementing strategies to improve efficiency, reduce costs and increase profitability. A motivated, collaborative leader with excellent problem-solving, communication and interpersonal skills.

EXPERIENCE

November 2023 - Present

Ph.D student

University of Palermo, Palermo

Health promotion and cognitive sciences

- Participated in ongoing training to enhance own job skills and knowledge.
- Skilled in using various software applications and programs including Microsoft Office and Adobe Creative Suite.
- Identified ways to improve efficiency in operations and implemented process changes.
- Experienced with social media and communications platforms.
- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Collaborated with departmental leaders to establish organizational goals, strategic plans and objectives.
- Administered and created training and awareness presentations or materials.
- Participated in extracurricular activities to apply academic skills in real-world context.
- Adapted quickly to changing environments while remaining focused on goals.
- Collaborated with fellow students, working on group projects and assignments.
- Built trusted professional relationships with teachers using strong listening and engagement skills.
- Developed marketing or outreach media to communicate sustainability issues, procedures or objectives.
- Applied knowledge in new and creative ways, optimizing study and homework time.
- Cultivated strong time management and organizational skills, juggling academic work with personal commitments effectively.
- Developed the ability to work independently and as part of a team.
- Developed effective time management strategies for completing complex assignments.
- Developed and presented reports on assigned topics.

- Administrative Support
- Positive Attitude
- File and Document Management
- Attention to Detail
- Information Research and Sourcing
- Reading Comprehension
- [Language] Fluency
- Research
- Flexible Schedule
- Team Support
- Networking
- Multitasking
- Interpersonal Skills
- Project Management
- Self-Motivation
- Critical Thinking
- Information Literacy
- Digital Literacy
- Public Speaking
- Emotional Intelligence
- Effective Communication
- Goal Setting
- Project Planning
- Team building

- Met academic expectations by displaying values of teamwork and unity in collaborative learning environment.
- Delivered clear and concise presentations in academic settings, honing public speaking skills.
- Complied with behavioral expectations, displaying values of kindness and respect.
- Led discussions and participated actively in class, demonstrating critical thinking and communication skills.
- Met deadlines while maintaining high-quality deliverables.
- Developed departmental objectives, budgets, policies, procedures, and strategies.

July 2008 - October 2023

Academic Librarian

University of Palermo, Palermo

- Searched standard reference materials, including online sources, and Internet, to answer patrons' reference questions.
- Analyzed patrons' requests to determine needed information and assisted in furnishing and locating that information.
- Collaborated with faculty members regarding teaching resources needed for their classes.
- Trained faculty and media staff on use of software and audio-visual equipment.
- Developed library policies and procedures.
- Developed, maintained and troubleshoot information access aids databases, annotated bibliographies, web pages, electronic pathfinders, software programs, and online tutorials.
- Coded, classified, and cataloged books, publications, films, audio-visual aids, and library materials based on subject matter or standard library classification systems.
- Managed and maintained library collections, including cataloging, shelving, and weeding materials.
- Planned and delivered client-centered programs and services for corporate clients, storytelling for children, newsletters, or programs for special groups.
- Engaged in professional development activities, such as taking continuing education classes and attending and participating in conferences, workshops, professional meetings, and associations.
- Planned and taught classes on topics related to information literacy, library instruction, and technology use.
- Organized public events, such as book readings, lectures, and workshops.
- Provided reference assistance to patrons through online resources, databases and print materials.
- Compiled lists of books, periodicals, articles, and audio-visual materials on particular subjects.
- Trained staff on new technologies related to library operations.
- Conferred with colleagues, faculty and community members and organizations to conduct informational programs, make collection decisions, and determine library services to offer.
- Monitored budget expenditures related to the library operations.

- Used library resources to assist students or general public in research.
- Represented library or institution on internal and external committees.
- Directed and trained library staff in receiving, shelving, researching, cataloging, and equipment use.
- Supervised daily library operations, budgeting, planning and personnel hiring, training, scheduling, and performance evaluations.
- Reviewed and evaluated materials using book reviews, catalogs, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources.
- Performed collection development activities, including filtering out dated materials.
- Assisted in cataloging books using MARC standards.
- Developed and implemented library policies to ensure safety, security and privacy of patrons and collections.
- Prepared reports on library usage statistics for review by management.
- Coordinated and supervised the work of library staff and volunteers, ensuring quality work and adherence to safety protocols.
- Conferred with teachers to select course materials and to determine best-suited training aids for particular grade levels.
- Identified ways to improve efficiency in operations and implemented process changes.
- Experienced with social media and communications platforms.
- Responded quickly to meet customer needs and resolve problems.
- Maintained a comprehensive understanding of available programs, services, and resources, providing guidance and support to patrons.
- Provided technical support to patrons having issues accessing electronic resources.
- Assisted patrons in locating and accessing library materials, including books, periodicals, and audiovisual resources.
- Ensured compliance with copyright laws when making digital copies of documents or images.

August 2004 - June 2008

Journalist

Teleone.it - Mediaonline, Palermo, PA

- Received assignments and evaluated leads and tips to develop story ideas.
- Conducted in-depth investigations to uncover facts and produce compelling news stories.
- Took pictures and video and process them for inclusion in story.
- Wrote columns, editorials, commentaries, and reviewed that interpreted events and offer opinions.
- Researched and wrote articles on a wide range of topics, including current events, social issues, politics, business and finance.
- Wrote online blog entries that address news developments and offer additional information, opinions, and commentary on news events.
- Reported news stories for publication or broadcast, describing background, and details of events.

- Arranged interviews with people to provide firsthand information about stories.
- Utilized social media channels to promote stories and engage readers.
- Wrote and posted daily on digital platforms and social media accounts.
- Created multimedia content for online platforms such as podcasts, videos and interactive graphics.
- Worked closely with photographers and videographers in the field.
- Reviewed written, audio, or video copy, and corrected errors in prescribed editorial style and formatting guidelines.
- Selected material most pertinent to presentation and organized into appropriate formats.
- Traveled to locations to write stories from firsthand experience.
- Checked reference books, news files, and public records to obtain relevant facts.
- Arranged interviews with people who provided information about story.
- Discussed issues with editors to establish priorities and positions.
- Cultivated relationships with industry professionals to stay abreast of emerging trends.
- Taped and filmed interviews and narratives.
- Provided feedback and guidance to junior reporters regarding best practices in journalism.
- Experienced with social media and communications platforms.
- Managed and coordinated multiple projects while ensuring timely completion.
- Worked with coworkers to complete tasks.

January 2008 - June 2008

Teacher

Secondary School, Palermo, PA

- Fostered an environment conducive to open communication between teacher, student, parent relationships.
- Integrated a variety of instructional techniques such as project-based learning, cooperative learning groups, role playing scenarios and simulations into daily lessons.
- Created assessment tools including rubrics, tests, quizzes and projects to measure student progress.
- Attended and participated in professional development activities and conferences to enhance skill and job knowledge.
- Engaged students in critical thinking skills through inquiry based activities that encouraged creative problem solving.
- Encouraged healthy social interactions among peers by facilitating group discussions about current events or topics of interest.
- Collaborated with peers to enhance work environment and support instructional planning.
- Presented lesson content with varied strategies to keep students interested and drive home key points.
- Motivated and engaged students, developing skills and knowledge for academic foundation.
- Demonstrated ability to create engaging and interactive lesson plans for students of all ages and abilities.

- Developed strategies to effectively manage classroom behavior, promote positive learning environment and ensure student safety.
- Managed student behavioral issues to optimize classroom learning environment.
- Coached students in areas such as study habits, test taking strategies and organizational skills.
- Developed innovative ways to engage reluctant learners by incorporating music, art or literature into daily lessons.
- Planned extracurricular activities such as after school clubs or special projects that provided enrichment opportunities for students.
- Assigned work, correcting and marking projects and tests completed by students.
- Encouraged student participation and challenged students to think critically.
- Collaborated with colleagues on curriculum development, implementation of best practices, professional development activities and sharing resources across grade levels.
- Provided feedback to parents regarding student's academic growth and behavioral development.
- Organized field trips to local museums, parks or educational attractions to provide hands-on learning experiences for students.
- Collected and documented student feedback to make adjustments to instruction.
- Engaged with learners to promote student dialogue and positive interaction.
- Promoted critical thinking to help students develop problem-solving skills.
- Communicated with parents and guardians regarding academic, behavioral, or safety concerns.
- Adapted instructional strategies to meet student needs.
- Collaborated with departmental leaders to establish organizational goals, strategic plans and objectives.

EDUCATION

July 2004

Master of Arts (M.A.) in Humanities

University of Catania, Catania

CERTIFICATIONS

- First certificate of English
- Journalist license

PUBLICATIONS

- Choose the healthy way! Physical activity as a tool to improve mental health in young cancer survivors

- Developmental outcomes in Italian young cancer survivors: The effect of lack of social support in physical activity practice on quality of life and mental health
- Effects of resistance training on sleep quality and disorders among individuals diagnosed with cancer: A systematic review and meta-analysis of randomized controlled trials
- Experiences, behaviours, and perspectives of young cancer survivors on physical activity

ADDITIONAL INFORMATION

Communication & Social media manager at Department of Psychology, Educational Science and Human Movement - University of Palermo

A handwritten signature in black ink, appearing to read "Maria Giulia". The signature is written in a cursive, flowing style with some loops and flourishes.