

PERSONAL INFORMATION



Nury María Furlán

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Date and place of birth: Guatemala City, 6th April, 1985

WORK EXPERIENCE

15 Jan 2014–Present

Technical Officer Program CaféCaffè

Istituto Agronomico per l'Oltremare
Via A. Cocchi, 4, 50131 Florence (Italy)
<http://www.iao.florence.it/>

- Contributing to the organization of the Italian School of Coffee, addressed to Central American coffee technicians;
- Guiding and tutoring Central American technicians during the school of Coffee held at IAO and other Italian locations.
- Monitoring and Evaluating a project regarding the work integration of people with disabilities in Guatemala;
- Organizing the Inventory of the environmental and cartographic resources for a Geographic Indication of coffee in El Salvador;
- Dealing with routine administrative work, such as preparing correspondence, sending faxes, making photocopies, assisting with bulk mailings, translation (Italian-Spanish, Italian-English);
- Managing all social media platforms;
- Supporting the identification of new project proposals in Central and South America;

Business or sector Agriculture, forestry and fishing

15 Jul 2013–11 Nov 2013

Front Office

Plus Florence Hostel
Via S.Caterina D'Alessandria 15/17, 50129 Florence (Italy)
<http://plushostels.com/plusflorence>

- Greeting guests warmly and perform registration procedures;
- Providing guests with appropriate room assignments, room keys, directions to the rooms, while up-selling when appropriate.
- Explaining hostel products, service and other information about the hostel as requested;
- Selling, processing and confirming room reservations using selling techniques and strategies;
- Assisting guests with issues and complaints, with empathy and a focus on guest satisfaction.

Business or sector Accommodation and food service activities

15 Jan 2012–18 Jan 2013

Assistant Advisor for the Americas

Ramsar Convention Secretariat
28 rue Mauvermey, CH-1196 Gland (Switzerland)
<http://www.ramsar.org/>

- Evaluating/assessing project proposals for the Convention's small grants assistance programmes and monitoring projects over their cycle, maintaining contact, checking reports and results. This may also include a field visit evaluation;

- Maintaining routine contacts with governments of Ramsar member and non-member countries, as well as with national NGOs and international partner organizations and other relevant bodies in the respective region;
- Promoting use of the mechanisms for conservation and sustainable use of wetlands that have been developed under the Convention, especially the technical guidelines related to the work on Ramsar Information Sheets;
- Contributing to the preparation of regional meetings, annual meetings of the Ramsar Standing Committee and the Conference of the Contracting Parties (COP11, Bucharest 2012);
- Assisting in activities related to spreading the 'Ramsar message' to governments, decision-makers, the media, the private sector, and the public (e.g., the World Wetlands Day initiative), participating in other events, and possibly delivering presentations;
- Dealing with routine administrative work, such as preparing correspondence, sending faxes, making photocopies, assisting with bulk mailings, translation;
- Occasionally collating and analyzing information on technical and policy issues related to wetland conservation and sustainable use, as required by the Strategic Plan 2009-2015 and the work plan of the Ramsar Scientific and Technical Review Panel (STRP);
- Evaluating data sheets ("Ramsar Information Sheets") and preparing related documentation to accompany the designation process of Ramsar Sites and their updates;
- Entering data in RSIS (Ramsar Sites Information Service) database for new designations and updates.

Business or sector International Organization

30 Jun 2011–17 Dec 2011

Photointerpreter

Food and Agriculture Organization of the United Nations, Florence (Italy)

Along with two other consultants, supported the development of a new land cover database for Guinea Conakry and Kenya under the auspices of the Global Land Cover Network Initiative.

Business or sector International Organization

EDUCATION AND TRAINING

Nov 2010–Jun 2011

1st. Level Master on "Geomatics and Natural Resources Evaluation"

EQF level 7

Università degli Studi di Firenze, Florence (Italy)

Jul 2003–Feb 2010

Forest Engineering Licentiate

EQF level 6

Universidad del Valle de Guatemala, Guatemala City (Guatemala)

PERSONAL SKILLS

Mother tongue(s)

Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C1	C1
English	C1	C2	C1	C1	C1

English Language Assessment System for Hispanics (ELASH)

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

- Communication skills** Empathic listener and persuasive speaker; excellent presentation and negotiation skills; confident, articulate, and professional speaking abilities. (Currently, I am working on the communication strategy for the program Caf yCaff )
- Organisational / managerial skills** Ability to grasp new ideas and integrate them into desired results; ability to work independently in a fast-paced environment; able to coordinate several tasks simultaneously; able to handle challenges. Self-motivated, hard-working individual.
- Computer skills** Proficient computer literacy proven through work experience in [Microsoft Office Package (Word, Excel, Access, Power Point), iMovie, iPhoto, social media coordination]; proficient GIS software literacy (ArcGIS, QGIS, GvSIG, ENVI).