

CV / Resume

Name: Mele Coronato

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LinkedIn profile

Address: Simon Stijlstraat 3A

8861 CH Harlingen (NL)

Flexible in terms of working locations and -times, no travel restrictions.

Driving license and own car. **Sailing** qualifications Vaarbewijs II and Marcom B.

Summary

German-Italian communication professional with extensive experience supporting international tech projects, with a strong preference for sustainable and innovative projects. Proven expertise in project coordination, crew management, management assistance, technical translations and technical documentation. Combined with a solid understanding of the maritime and environmental industries. Flexible and always ready to learn new skills, with a strong passion for operational efficiency.

Key Skills

- Crew management (international crews, various cultures)
 - Coordination of crew training & certification
 - Supplier sourcing
 - Project management organization
 - Technical & website translations
 - Text production & technical documentation (includes safety protocols)
 - Production of meeting protocols in multiple languages
 - Multicultural / interdisciplinary team collaboration
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Software Skills

- [Marad](#)
 - [Marine Facilities Planning](#)
 - MS Office (11 Enterprise) including SharePoint® and Project®
 - Linux (Ubuntu)
 - Translation tools (Transifex®, OmegaT)
 - Word Press (includes website creation and maintenance)
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Work Experience

Project Officer New Research Fleet / Crew Manager

NIOZ Royal Netherlands Institute for Sea Research – Full-time

May 2024 – May 2025 Location: Texel, North Holland, Netherlands (Hybrid)

- Supported the arrival of new research vessels ensuring proper embedding of crew operations.
- Managed crew planning, training, and certification for the new vessels.

- Produced essential documentation for the new vessels and maintain communication with stakeholders.
- Collaborated with various parties for efficient vessel operation and crew deployment. More details: <https://www.newresearchfleet.nl>

Crew Manager

KOOLE Contractors – Contract Jan 2023 – Apr 2024 (1 year 4 months)

Location: Vijfhuizen, North Holland, Netherlands (Hybrid) www.koole.eu

- Managed crew planning for Koole Contractors' maritime division, ensuring smooth logistics for worldwide vessel deployment.
- Organized travel, visas, contracts for international crew.
- Daily interaction with local agents worldwide.
- Recruitment of crew via agencies and direct freelancer sourcing.
- Stayed up-to-date with international maritime regulations / compliance.
- Managed periodic training sessions and certification for crew members.
- Administered related tasks such as invoice checking and crew certification applications (KIWA).

Crew Manager

ST Marine Support – Contract Apr 2022 – Dec 2022 (9 months)

Location: Harlingen, Friesland, Netherlands (Hybrid)

- Crew management for Multicat vessels.
- Managed a smaller crew while maintaining all safety, travel, and regulatory protocols. ST Marine Support was taken over by another company.

Freelance Consultant

MC2020 / Efficient Eco Projects – Freelance

Jan 2020 – Jul 2022 (2 years 7 months)

- PMO support for automotive projects.
- Website translations and marketing consultancy, yachting industry.

Communications, Sales, Marketing, Admin (Co-owner)

Flevo Sailing VoF – Self-employed. Cabin sailing yachtcharter base in NL.

Oct 2016 – Dec 2019 (3 years 3 months)

Location: Lelystad, Flevoland, Netherlands (On-site)

- Managed communication, networking, marketing, sales, and administration for a modern sailing yacht charter and sailing instruction business. Mainly German and Dutch clients.
- Organized corporate sailing events and participated at the annual Boot Düsseldorf trade fair, as exhibitor.
- Handled bookings, yacht arrivals and departures ensuring smooth and efficient operations.

- Purchasing equipment and having it certified periodically, maintaining respective databases
- Invoice admin (incoming, outgoing) and production of quarterly finance reports for 10 private yacht owners.

Freelance Translator and Content Producer

Freelance

Mar 2013 – Oct 2016 (3 years 8 months)

- Provided technical and website translations for clients in the yachting and tourism industries.

Technical Editor & Database Publisher

Webasto Thermo & Comfort Benelux – Permanent

Mar 2006 – Mar 2013 (7 years 1 month)

Location: Kampen, Overijssel, Netherlands (On-site)

- Simultaneous interpreting during international management meetings and technical training workshops.
- Digitized and structured thousands of spare part records in four languages.
- Published annual product and spare part catalogs and managed web content for the international dealer portal.
- Completed a distance degree in Environmental Studies concurrently.

Education

The Open University, UK

Bachelor of Science (Honours), Environmental Studies

- Focus on renewable energies and sustainable business innovation.

AKAD University, Germany

Diploma, Translator (Italian - German)

Working Languages

- **German** (Native)
 - **Dutch** (Full Professional Working Proficiency)
 - **English** (Full Professional Working Proficiency)
 - **Italian** (Professional Working Proficiency)
 - Thus far passive: Spanish. Am learning each day, is a fresh project.
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