

PERSONAL INFORMATION

Silvia Anastasia



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Sex Female | Date of birth 25/04/1980 | Nationality Italian

WORK EXPERIENCE

10 Jul 2010–Present

Self employed consultant – project manager

Moverim Consulting sprl, AICCREVE, University of Siena, University of Catania, EANAM asbl

Self-employed project manager for the EU funded projects: **EMPHASIS** www.emphasisproject.eu (**HORIZON 2020**), **CHALLENGE** (www.h2020challenge.eu) (**HORIZON 2020**), **CULTNET** (www.cultnet.eu) (ERASMUS +); **ATOPICA** www.atopica.eu (FP7) and **INNOVABONE** (FP7) www.innovabone.eu dealing with dissemination, spreading results of the project and management activities. I coordinate the whole project **CULTNET** moderating partners' activities, organizing project meetings online and off line. Moreover I had experience organizing peer learning activities such as workshops, interactive events, open space technologies days. I developed team building activities such as clustering events (for example <https://youtu.be/QJ6Tvgel0cY>) and manage trainings and online webinars (<https://www.youtube.com/watch?v=4qcyzN2EAI0>).

Advising, coaching and assisting **SMEs**, HEs (mainly Universities and research centers) on EU research policy and EU project management. Main areas of expertise:

- Project management on European R&I policy for Universities: assistance in proposal preparation, in managerial and financial aspects of a project mainly for Horizon 2020 and FP7 projects;
- Assistance and support to scientific and administrative personnel involved in EU projects, project partners and the European Commission in order to solve management problems, to plan a well-coordinated project and to periodically submit documentation such as financial reports;
- Managing a team responsible for external communication, monitoring activities and online updates regarding news, calls and seminars;
- Organizing seminars, training courses and practical guidance to public officials, innovation centers and development agencies;
- Disseminating information on EU issues to partners.

Expert in organizing and managing activities to implement effectively exchange mobilities within Leonardo da Vinci programme, EYE programme and Erasmus placement programme. Planning and scheduling activities to enhance networking and partnership among entrepreneurs.

Several year of experience in managing and organizing innovative training programmes for interns and broad knowledge of the concept of social innovation in Europe.

1 Dec 2012–Present

Trainer

self employed

Main customers: Moverim Consulting sprl, Venice international University, University of Siena, CSI-Piemonte; Centro di Formazione in Europrogettazione, Associazione Europa Sviluppo, Agora srl

Training and coaching activities for HEs (mainly Universities and research centers), SMEs, young researchers and professionals. Main areas of training:

- EU funded project management and dissemination,
- EU policies for Research and Innovation,

- Financial and budget issues on EU projects,
- Project cycle management,
- EU programmes for development and training

5 Jan 2010–14 Jun 2010

New entrepreneur in the frame of EYE programme

Moverim Consulting sprl, Brussels (Belgium)

Project management activities to support HEs and SMEs in the main Programmes for research in EU. Researches and analysis about European R&D policies and EU international relation and update activities on the EU funds, communication and diffusion on funding possibilities and call for proposals within mainly FP7

1 Dec 2008–11 Nov 2009

Research assistant

SISSA International School for Advanced Studies, Trieste (Italy)

Collaboration within researches and analysis about EU international relation (European aid activities), European R&D policies for Universities and research centers. Secretariat activities with partners. Managing and organization of training and events. Report and update activities on the EU funds, communication and diffusion on funding possibilities and call for proposals within **FP7, CIP, LIFE+, Europeaid** and the main Eu Programmes. Organization of trainings on scientific, technical and theoretical issues concerning universities needs (FP7, European Research Area, etc).

1 Sep 2008–30 Nov 2008

Assistant project manager

Moverim Consulting sprl, Bruxelles (Belgium)

Administration and support activities at secretariat level. Analysis and research on the follow EC Programmes: **FP7, CIP, LIFE+** with the aim to develop training courses and practical activities for public local administration, innovation centers and agencies for development

5 Mar 2008–31 Jul 2008

Internship

European Commission, Brussels (Belgium)

To contribute to the work of the unit/service through the application of specific competence and educational background. To acquire sound knowledge and practical experience of EU policies and missions, rules, procedures and activities of the Commission, especially in the area of impact assessment. To participate in meetings at different levels and collaborate in organizational, information, documentation, administrative and logistic tasks of value for the service and for the trainee.

16 Oct 2007–30 Apr 2008

Research assistant

S.I.S.S.A., International School for Advanced Studies, Trieste (Italy)

Collaboration within the organization of seminars about **FP7** and **INTERREG Programmes**, advisor for technical and scientific projects, research and analysis about European policies in the nanoscience field.

1 Mar 2007–25 Jul 2007

Internship Leonardo da Vinci programme

Moverim Consulting sprl, Brussels (Belgium)

Editing an electronic magazine about EU news, collaboration with organization of seminars about FP7 and CIP EU Programs, participation in Commission INFO DAYS

26 Jun 2006–28 Feb 2007

Collaborator

STUDIO BRC & Associati, Manzano (Italy)

Administrative and support for the contribution and funds research activities for local SMEs. Secretariat activities and support at managing of evaluation activities for the **Urban – Italia**

Programme "L'altra città" in Trieste.

1 Dec 2006–31 Dec 2006

Research and Technical Assistance

University of Udine, Udine (Italy)

Reporting and research activities for the "Communication without borders" project inside INTERREG III C 2000-2006 **Italia – Slovenia Programme**

EDUCATION AND TRAINING

15 Sep 2014–15 May 2017

Spanish B1

JRC Seville Training Service, Seville (Spain)

Spanish course

24 Sep 2012–10 Sep 2015

Master in Management

Master of Science

Vrije Universiteit Brussel, Brussels (Belgium)

Management programme at the Faculty of Economic, Political and Social Sciences and Solvay Business School (Faculty ES). Main Subjects: Financial and Managerial Accounting, Management and Strategy, Human Resources Management, Operations Management and Logistics, Strategic Marketing, Multinational Corporate Investment

23 Jul 2015–31 Jul 2015

Wordpress course to create and management a web page

Autoempleo Bloguero (Spain)

Main subjects: Web Blogs, Domain, Hosting, Installation and configuration of WordPress. Design and structuring of the webpage, Plugins and Shortcodes, Web Marketing and Online Visibility. SEO and positioning in Google, Google Analytics.

14 Jul 2013–20 Jul 2013

ICT for Collaborative, Project- Based, Teaching and Learning Course

Smart Solutions Ltd (Malta)

Main subjects: Podcasting, Stop Motion Animation, Digital story-telling, eTwinning EU programme, Digital Picture Comic, blogging, Digital Video Editing.

2 Sep 2012–8 Sep 2012

Summer school on Good Governance and responsible Citizenship

Rete per l'eccellenza nazionale (RENA) <http://www.progetto-rena.it/>, Matera (Italy)

Main subject: Smart governance and evidence-based decision-making; transparency open data and literacy; citizens and common goods; joint decision making process; innovation start-up and venture capitals.

5 Mar 2007–30 Jun 2012

DELFB2

Alliance française de Bruxelles-Europe, Brussels (Belgium)

French course

- 25 Apr 2012–30 Jun 2012 **Social Media & Community Management course**
 Quadriga Executive Education, Berlin (Germany)
 Social Media Strategy Development, Social Media Engagement Strategies for Facebook, Twitter, Google+, LinkedIn and YouTube, Community Management - Methods, Processes, Strategies, -The mobile Web
- 1 Jan 2007–31 May 2007 **European and international projects course**
 IAL Training and Educational Agency in Friuli Venezia Giulia, Udine (Italy)
 Course on EU project management and proposal writing. Project Cycle management and logical framework approach.
- 1 Oct 2003–24 Mar 2006 **Postgraduate degree in European Union Policies** National award:
110/110 cum laude
 University of Padua, Padova (Italy)
 Postgraduate Course in European Union Policies in the faculty of Political Science. Thesis title: "Regulatory Impact Analysis: a comparison between Veneto and Scotland."
- 24 Sep 2004–2 Jul 2005 **Erasmus year**
 Exeter University, Exeter (United Kingdom)
- 1 Jan 2003–31 Dec 2003 **Master degree**
 University of Padua, Padova (Italy)
 Master degree in Political Regulation of local development
 Main subjects: local development systems, economy, industrial clusters, Science Parks, local administration and law.
 Thesis title: "European Policies for SMEs: a direct experience with the Artigifandi mutual company in Padua"
- 1 Oct 1999–20 Nov 2002 **Bachelor Degree** national award
110/110
 University of Padua, Padua (Italy)
 Bachelor's degree in European integration and policies
 Main subjects: political economy; EU, International and National Public Law; Political Theory; History; Sociology; English and German
 Thesis title: "European Innovation Policies: Veneto - A Case Study"

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
French	B2	B2	B2	B2	B2
Delf B2					

Spanish	B2	B2	B1	B1	B1
German	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills	<p>Professional training on EU policies and programmes</p> <p>Project Management and dissemination activities</p> <p>High knowledge in report and project proposal preparation, especially for funds research for SMEs and in international project application focus on research and innovation</p> <p>Competence in EU subjects and programs, knowledge of evaluation and audit methodology.</p> <p>Knowledge of the Impact Assessment methodology and Guidelines, competence in the EU evaluation of EC proposal methodology.</p>
Organisational / managerial skills	<p>Good team-working skills and capability to work towards final results within a multicultural team. Good communication skills and ability to get information informal and informal situations. Living and working abroad in an intercultural environment.</p> <p>Voluntary work in different teams: in the "Progetto Walking" Association and in the school and education project. Amateur actress for a small theatre company in Brussels.</p>
Job-related skills	<p>Training and project management expertise</p> <p>Secretariat, administrative and support.</p> <p>I have very good organisational skills gained at consultancy offices in Italy and in Belgium. Gained experience to work for deadlines and to respect the required tasks.</p> <p>Planning and organisation of office work in the consultancy field, research opportunities for SMEs and collaboration in international projects.</p> <p>Experience of co-ordinating and administrating summer camps for children and teenagers, animating voluntary work in different settings (party, historical and theatre representation, clowns, political organisations).</p>
Digital competence	<p>Windows operative system: Good,</p> <p>Microsoft Office: Very Good,</p> <p>Microsoft outlook: very good,</p> <p>Internet Explorer, Mozilla, Google Chrome,</p> <p>Joomla and wordpress: Very Good,</p> <p>Adobe Acrobat Reader: Very Good,</p> <p>Social networks: very good</p>
Driving licence	B