

PERSONAL INFORMATION **Simona Cannistraci**

Date of Birth 21/10/1985

PREFERRED JOB **EU Funds, Research, Communication.**

WORK EXPERIENCE

(01/07/2017- present day)

Financial and Administrative Officer

UFFICIO DEL COMMISSARIO DI GOVERNO CONTRO IL DISSESTO IDROGEOLOGICO NELLA REGIONE SICILIANA - Palermo, Italy.

- monitoring a number of assigned projects to ensure compliance with financial regulations (COHESION FUND);
- carrying out the necessary administrative and financial work in relation to the assigned projects
- Participating into the procurement procedures carried out by the office, as a member of the examination committee in charge to verify the tender documents presented by the suppliers

(12/09/2016- 01/07/2017)

Project Support Officer (pre and post-award stage)

CINFAI – SPINOFF SRL . Rome, Italy.

- supporting Academics in identifying new funding opportunities, in proposal writing and proposal submission;
- monitoring a number of assigned projects to ensure compliance with financial regulations of the funding bodies (ITALY-MALTA ; ENI CBC MED; HORIZON; National Italian Funds such as MISE FUNDS, ERDF FUNDS assigned to the Sicilian Region)
- carrying out the necessary **administrative and financial work** in relation to the assigned projects, including all those procedures needed to purchase goods and services, in collaboration with the Administrative and Financial Office;
- liaising with project co-ordinators on the day-to-day running of projects;
- following the internal and external regulations governing the projects as well as keeping abreast with developments in the relevant funding programmes;
- **preparing and submitting claims for reimbursements** within the specified deadlines and in line with the regulations and guidelines set by the relevant competent authority;
- liaising with external auditors and assisting the Project co-ordinators during project audits where applicable.

Business or sector: Research

(01/09/2015- 01/09/2016)

Project Support Officer (pre and post-award stage)

UNIVERSITY OF MALTA . MSIDA, Malta.

- supporting Academics in identifying new funding opportunities, in proposal writing and proposal submission;
- ensuring the relevant basic documentation of such proposals is adequately kept so as to serve as a basis for documentation once the project is awarded;
- monitoring a number of assigned projects to ensure compliance with financial regulations of the funding bodies (ITALY-MALTA ; ENI CBC MED; INTERREG EU; HORIZON; ERASMUS +, MUNDUS; ERC GRANTS; National Maltese Funds such as MCST (Malta Council for Sciences and Technology), RIDT (Research Innovation and Development Trust) etc.;
- carrying out the necessary **administrative and financial work** in relation to the assigned projects, including all those procedures needed to purchase goods and services, in collaboration with the Procurement Office of the University of Malta;

- liaising with the other partners on the projects, including but not limited to organising and/or attending meetings and if necessary representing the University of Malta on issues relating to the assigned projects;
- managing funds distributed to / from other partners (applicable where the University of Malta is a Lead Partner), dealing with the day-to-day correspondence and preparing projects reports;
- following the internal and external regulations governing the projects as well as keeping abreast with developments in the relevant funding programmes;
- monitoring and managing the disbursement of funds and co-ordinating the implementation of tasks, where applicable;
- **preparing and submitting claims for reimbursements within the specified deadlines** and in line with the regulations and guidelines set by the relevant competent authority;
- **liaising with external auditors** and assisting the Project co-ordinators during project audits and on-the-spot checks where applicable.

Business or sector: Research/ Public Body.

(01/09/2012- 31/08/2015)

Financial and Communication Officer (external expert) of the PORT PVEV project, co-financed by the EU within the INTERREG V-A Italy-Malta Programme 2007-2013

EU OFFICE – PROVINCE OF CALTANISSETTA - Caltanissetta , Italy.

- **Managing financial activities such as: Monitoring Reports, Reimbursement Claims, Reimbursement Reports;**
- **Managing all the administrative activities of the project included all those procedures needed to purchase goods and services, in collaboration with the Procurement Office;**
- Managing project communication activities such as: writing and translating documents, press releases, official letters, email, and everything needed by the partnership both in formal and informal occasions.

Business or sector: Public Body.

(07/06/2010- 31/10/2011)

External Relations/Marketing Manager

DOTVOLCAL srl – GENOVA , Italy.

- Managing Deal with the European marketing campaigns of the company, especially as for the B to C products;
- Preparing press releases and articles;
- Competing for national prizes held in the informatics field, preparing application form and related documents;
- Representing the company at public events, especially when the knowledge of foreign languages is needed.

Business or sector: ICT.

(02/05/2007- 02/05/2007)

Internship

MINISTRY OF FOREIGN AFFAIRS – UN OFFICE . Rome, Italy.

- Dealing with all the most important issues on the international Agenda, with special regard to all those crisis directly related to the United Nations political, social, cultural and military commitment in the world (Lebanon, Sudan/Darfur, Middle East, Afghanistan);
- Preparing documents required in the daily diplomatic meetings;
- Monitoring the Italian candidatures to the United Nations bodies.

Business or sector: Public Body.

(04/09/2006 – 29/12/2006)

External Relations /Assistant Manager

PELCO SRL . Rome, Italy.

- Checking email and daily mail;
- Dealing with the bookkeeping of the company;
- Monitoring IMP/EXP status of goods in collaboration with Genoa Port authority;
- Taking contacts with North American and Brazilian customers;
- Assisting the CEO in daily activities.

Business or sector: IMP/EXP.

EDUCATION AND TRAINING

(01/06/2016- present day)

Honorary Fellow

Kore University – ENNA , Italy.

- Psychometrics;
- Social & Psychological Statistics;
- Structural Equation Modeling.

(31/05/2011 – 16/01/2012)

I Level Master : “Euro ProjectManagement”

Eurogiovani – Centro Ricerche e Studi Europei – BOLOGNA, Italy.

- **Focus on the European funding system;**
- **Gaining European project management techniques;**
- Focus on National and European Procurement Acts;
- Enhancing a network culture;
- Developing real European projects.

(02/01/2010 – 10/05/2013)

PhD in European Economics and Finance

University of Genova – GENOVA , Italy.

- **Ph.D. course in European Economics and Finance** aims to provide with the relevant economic and financial competencies for carrying out qualified scientific research at Universities or in public and private bodies.

(16/01/2007 – 02/02/2009)

Master’s Degree in International and Diplomatic Sciences (with honors).

University of Genova – GENOVA , Italy.

- Advanced cultural, professional and methodological knowledge of the present political, social and economic phenomena as crucial aspects of the world system of States.

(19/09/2003 – 15/01/2007)

Bachelor’s Degree in International and Diplomatic Sciences (with honors).

University of Genova – GENOVA , Italy.

- Cultural, professional and methodological knowledge of the present political, social and economic phenomena as crucial aspects of the world system of States.

(01/09/1998 – 01/07/2003)

Secondary school focusing on Humanities - Foreign languages course

Liceo Classico Ruggero Settimo – CALTANISSETTA, Italy.

- Philosophy; Italian Literature; Latin; Economics and Law; English; French; German.

PERSONAL SKILLS

Mother tongue(s)

Italian

Other language(s)

UNDERSTANDING	SPEAKING	WRITING
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	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
TRINITY G6; CAMBRIDGE FIRST CERTIFICATE					
French	C1	C1	C1	C1	C1
DELFF (Diplôme d'Etudes De Langue Française) A1-A2-A3-A4					

Social skills and Competences

- Good communication skills gained through my experience as Project manager
- Team spirit;
- Good ability to adapt to multicultural environments, gained through my study and job experiences abroad;
- High adaptable, positive, resilient, open to new ideas.

Organisational / managerial skills

- Leadership (I have been responsible for teams of 5-10 people)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Proficient User	Proficient User	Proficient User	Proficient User

- good command of office suite (word processor, spread sheet, presentation software)