


PERSONAL INFORMATION

Federica Sottile

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WORK EXPERIENCE

15 May '09 – Today EU Project Manager

Eprojectconsult- Istituto Europeo di Formazione & Ricerca www.eprojectconsult.com

1. **Consultancy services** to private and public bodies for financing opportunities within different EU programs,
2. Analysis of all procedures needed for the **development of project proposals**, as well as knowledge and best practices for management of EU projects.
3. Draft of project applications and submission of bids at Regional, National and European level.
4. Direct coordination during the whole life cycle of project financed in the frame of Erasmus+ Ka1, Ka2, **Europe for citizens** Network of Twinned Towns, Europe for citizens remembrance action.
5. Management of projects reports and official documentation related to programme closure
6. Contribution to the design of the **capacity-building strategy** and to the design of tools and actions (e.g. national and international training seminars, etc.) including assessing bids, preparatory meetings with selected service providers and International partners
7. Management of the whole **life cycle of the project**: monitoring activities, analysis and evaluation, preparation of invoices, submission of reports, preparation of certificates; communication with local stakeholders and international partners.
8. Back office: daily contact with local and international partners (e-mail, skype meeting, sharing documents) while preparing the project activities;
9. Recruiting, coordinating, mentoring, and supervising interns
10. Participates in **network meetings, TCA and PBA organised from the National Agencies**.
11. **Organizing meetings** in Italy and Europe:
 - Info Day Erasmus + January 2014 in Warsaw
 - Info Day Erasmus + November 2014 in Riga, Warsaw and Bratislava
 - Info Day Erasmus + November 2015 in Bulgaria
 - Info day Erasmus+ in November – December 2016 in Poland, Czech Republic, Austria, Hungary
12. **Coordination at regional level of over 200 mobility projects**, funded by the former Life Long Learning Program 2007 – 2013: **Leonardo da Vinci** (IVT, PLM, Vetpro), Erasmus Placement, Erasmus Mundus. As well as Erasmus+ Ka1 and Ka2 Programs. Listed below some examples:
13. Coordination of the 2012- 2014 activities organised in Italy as partner in the frame of a **Transfer of Innovation Project** and a **Grundtvig Partnership**. Maintains an archive of key documents and keeps records concerning project activity reporting on progress
14. Coordination of **European Youth Exchanges** in the frame of the former **Youth in Action Program**, Training Courses, Partnership Building Activities, Conferences, etc.
Main topics developed: active participation, environment, racism and xenophobia, immigration, human rights, art and culture.
15. Creation of International strategic partnership and institutional relationships with universities, networks, governments, foundations, schools, research institutions, advocacy organizations, and public entities, etc.

26 May '15 – 25 September '15 **Project support team assistant**

 European Schoolnet – rue de Treves 61, Bruxelles <http://www.eun.org/>

1. Setting up and monitoring financial project reporting systems and procedures and ensuring that project budgets are properly and fully utilised.
2. This includes keeping the EUN project managers fully briefed on budget underspend or overspend.
3. Implementation of projects' compliance to contractual and administrative requirements of the funding organisations and that any legal issues are timely and correctly dealt with.
4. Ensuring the implementation of internal procedures for the management of projects by EUN.
5. Preparing (annual/interim) cost statements for projects and ensuring that expenses are properly incurred and are fully eligible under the various rules of the funding bodies.
6. Development in assisting in the preparation of proposals.

EDUCATION AND TRAINING

- Sep 00–6 Feb 06 **Degree in Law**
 Università Cattolica del Sacro Cuore, Milan (Italy)
- Sep 03–Jun 04 **Erasmus Program**
 University of Paris X - Nanterre, Paris (France)
- Sep 04–Jun 05 **Foreign Thesis Investigation**
 Murcia (Spain)
 Granted from the European Social Found
 Title: "The transposition of 2000/43/CE and 2000/78/CE into the Spanish law"Murcia, Spain
- Oct 06–Jun 07 **Master in Diplomatic Studies**
 S.I.O.I., Rome (Italy)
- Apr 08–Nov 09 **Master in International Trade**
 ICE - Italian Trade Commission, Catane (Italy)
- Oct 10–Nov 10 **Online course: Global Education. The Human Rights Dimension**
 The Network University, Amsterdam (Netherlands)
- Aug 14 –Sep t 14 **Online Offering Of Human Trafficking**
 Statement of accomplishment with distinction
 The Ohio State University's

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING	SPEAKING	WRITING

	Listening	Reading	Spoken interaction	Spoken production	
French	B2	B2	B2	B2	B1
English	C1	C1	B2	B2	B2
Spanish	C2	C2	C1	C1	B2
Japanese	A1	A1	A1	A1	

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

Communication skills Good communication skills acquired while working as a Project Manager and interacting with foreign partners
 Capacity to work in an international environment
 Excellent organisation and interpersonal skills

Organisational / managerial skills Excellent organisation and interpersonal skills
 Financial monitoring experience (costing, budgeting, reporting, tracking etc.)
 Accuracy and assertiveness
 Sense of initiative; ability to anticipate, propose and implement solutions
 Able to lead a multicultural team and to work under pressure

Job-related skills

- Competence on providing assistance and support to project applicants with an emphasis on financial aspects and project planning
- Competence on monitoring the assessment of applications
- Competence on delivering reports
- High experience on creating programmes tools, templates, contracts, such as agenda, online database, partnership agreements
- Strong organisational skills,
- Ability to meet tight deadlines
- Good knowledge of EU funding schemes and eligibility rules.

Computer skills Excellent computer skills (MS Office, accountancy/project management systems).
 Sap (basic knowledge), Navione
 Board (basic knowledge),
 Archivia (excellent knowledge);
 Google doc and google sites; Dropbox.

Other skills Open-mindedness; autonomy and good team working abilities
 Enthusiastic and comfortable with the use of social media
 Problem-solving attitude, flexibility
 Willing to travel
 Used to work with people from distinct cultures and backgrounds.
 Interests:
 Cooking, travelling, reading, camping, visiting exhibition, meeting friends, interest for international political questions.
 Sports: swimming, athletic, volleyball, pilates, wake surf and wakeboard.

Driving licence B

Autorizzo il trattamento dei dati personali contenuti nel mio curriculum vitae in base art. 13 del D. Lgs. 196/2003