

Nicoletta Bortoluzzi

Mobile:

E-mail:

Nationality:

Date of birth:

Work experience

Employer: Eurecna S.p.A., Venice. www.eurecna.it is a private company working in EU Technical Assistance projects.

Dates: February 2011 – June 2012 / July 2013 - ongoing

Position held: **Project manager and writer of EuropeAid-funded projects.**

Project Management and Business Development - As project manager of 5 international **EU-funded Technical Assistance service contracts**. I am responsible for the management of financial resources and budgeting, reporting, preparation of contracts for experts, management of relations with the client (e.g. EU Delegations), monitoring missions of the work of experts, monitoring outputs delivery and activities execution, coordination of work teams and suppliers in compliance with contract management standards. Responsible for the implementation of the following projects:

- *Technical Assistance for Access to Justice and Legal Education in The Gambia (EU/EDF);*
- *Territorial Strategies for Innovation in Overseas Territories and Countries of the EU (EU/EDF);*
- *Support to the implementation of Competition Regulations in Bosnia and Herzegovina (EU/IPA);*
- *Modernisation of HRM Systems in the Civil Service in Bosnia and Herzegovina (EU/IPA);*
- *Human Resource Development Programme II in Papua New Guinea (EU/EDF).*

Other tasks:

- Analysis of policy documentation and regulations for background research and context analysis, including field missions;
- Preparing technical proposals, including data collection for drafting technical proposal (*In English and Spanish*);
- Identifying donors' funding opportunities;
- Contacting possible partners for consortia and selection of experts for new/on-going projects;
- Liaising with partners and experts, collecting inputs and checking data;
- Ensuring proper progress of activities and delivery of outputs;
- Reporting and maintaining open communication with the Contracting Authorities counterparts;
- Organising meetings, project missions, seminars, trainings and workshops.

Employer: Camera di Commercio Italo Belga, Bruxelles. www.ccitabel.com

Dates: October – November 2015 / May – June 2016

Position held: **Trainer**

Main tasks:

Trainer for the XXII and XXIII editions of the "International Master in European Studies – Policy advisor and Project consultant" on planning tools for EU project drafting and project formulation, i.e. PCM, GOPP and logframe approach.

Employer: Fondazione Giacomo Brodolini FGB, Brussels. www.fondazionebrodolini.it/en

Dates: June 2012 – June 2013

Position held: **Project officer/manager at the Brussels Office.**

Main tasks:

- Collecting and coordinating the inputs of different stakeholders for purposes of project writing or implementation, i.e. researchers, experts, partner organisations (NGOs, public authorities, private companies), etc.
- Preparation of studies, reports and research activities, including data collection and analysis at EU level;
- Preparing and submitting technical proposals and expressions of interest;
- Organisation of training courses and study visits;
- Monitoring funding opportunities, in particular **service tenders (EuropeAid, EC DG JUST, EIGE, EC DG EMPL, UNWomen, UNDP, WB, etc.)**;
- Contacting possible partners for consortia and selection of experts for new/on-going projects;
- General backstopping and support to the implementation of project activities.

Employer: **Veneto Region's Brussels Department**, Venice / Brussels. www.regione.veneto.it
 Dates: February 2009 – February 2011
 Position held: **Project manager - team specialized in cooperation with Western Balkans and Mediterranean countries**
 Main tasks:

- Creator and manager of the **EU/ENPI co-financed project "Peace Education Through Media, PET-Med"** (budget approx. 350.000 euros financed by the EU Partnership for Peace Programme / duration 24 months) aimed at fostering the role of media as tool to promote tolerance and mutual understanding between Palestinians and Israelis.
- Data collection and analysis about regional stakeholders active in EU cooperation within the regional monitoring initiative www.progettaeu.it
- Development and implementation of project ideas for EU funding programmes (4 of them awarded);
- Management of partnerships, field missions, liaise and meetings with EU and national civil servants in order to identify funding opportunities, lobbying and networking;
- Organization of conferences, trainings, seminars on EU regional policies and financing programmes.

Employer: **Permanent Representation of Italy to the European Union**, Brussels www.italiaue.esteri.it
 Dates: September 2008 - December 2008
 Position held: Intern assisting the Embassy Counsellor P. Amadei
 Main tasks:

- Analysis and reporting of EU directives, regulations, decisions, recommendations, policy documents;
- Attending and drafting meeting minutes of EU Council summits, COREPER, EC Working groups, EP Committees.

Education

Qualification: **MSc Public Policy and Management at the Centre for Financial and Management Studies (CEFIMS)**
 Institution: School of Oriental and African Studies, U. of London (ongoing)
 Qualification: **Summer School in Impact assessment of education policies, an international perspective**
 Institution: University of Maastricht/UNU-Merit (July 2013)
 Qualification: **Master's Degree in Institutions and politics of human rights and peace (2013) - 110 e lode**
 Institution: Università degli Studi di Padova, Department of political science, law and international studies
 Master's thesis: Bortoluzzi N. (2013) *Gender Mainstreaming and Women's Empowerment in International Development Cooperation*. Padova: University of Padova.
 Qualification: **Master in European Studies – Community advisor and Project consultant (2008)**
 Institution: CCITABEL and Université Libre de Bruxelles
 Qualification: **Bachelor's degree in Political Science and International Relations (2007) - 110 e lode**
 Institution: Università degli Studi di Padova
 Dissertation: Bortoluzzi N. (2007) *International Court of Justice and International Criminal Tribunal for the Former Yugoslavia in comparison on the Issue of Srebrenica*. Padova: University of Padova.

Personal skills

Languages

- Italian mother tongue
- English proficient (C 1.2) *Academic IELTS Certificate (Score 8.0)*
- Spanish very good (B 2/C 1)
- French intermediate (B 1.2) *Certificate issued by Alliance Francaise*

Technical skills and key competences

- 6 years of experience in project writing and management (**Project Cycle Management, PRAG, PMBok and ISO 9001:2008**).
- Solid knowledge of EU project management and procurement procedures and EC policies for international cooperation.
- Extensive knowledge about fundraising, donor relations issues and EU funding procedures.
- Proficiency in most used operating systems and office software applications, i.e. Microsoft Office package.

Social skills and organizational competences

- Teamwork skills and experience
- Problem-solving attitude and negotiation skills
- Cultural sensitivity and predisposition to work in a multicultural environment
- Hard worker, used to work under tight deadline