

## PERSONAL INFORMATION

## Stefania Marongiu



Date of birth 2

## WORK EXPERIENCE

16 Mar 2015–Present

## SENIOR CONSULTANT

RINA Consulting (ex. D'Appolonia S.p.a.), Genova (Italy)

- Data processing of complex research and development projects at international and national level, from the preparation of the project proposal to the conclusion of the European project. With particular attention to the following European and national programs: H2020, COSME, LIFE, Europe, Urban Innovation Action, Innovate UK.
- Administrative and Financial Coordinator of the following funded project:
  - EVERYWH2ERE (G.A. n. 779606) - H2020-JTI-FCH-2017-1, from: 01-02-2018 to: 31-01-2023
  - PUMP-HEAT (G.A. n. 764706) - H2020-LCE-2016-2017, from: 01-09-2017 to: 31-08-2020
  - NEXTGEAR (G.A. n. 881803) - S2R-OC-IP1-02-2019, from: 01-12-2019 to: 30-11-2021
- Support to al Administrative and Financial Manager of the following funded project:
  - EENSULATE (G.A. n. 723868) - H2020-EEB-2016-2017, from: 01-08-2018 to:31-01-2020
  - TEKNOAX 2.0 (G.A. n. 737848) - H2020-FTIPilot-2016, inizio: 01-01- 2016 conclusione: 31-12-2018
- Consultancy in the EU proposal writing and EU funded project management in H2020 program with particular attention to the following topics:
  - SME INSTRUMENT
  - BBI JU
  - FAST TRACK TO INNOVATION
  - COSME
- Focal point of the "European Research Desk" for Sardegna Ricerche under the H2020 and LIFE programs

Sep 2013–Present

## Trainer

Università degli Studi di Genova - DISPO

- Training at First Level Master's degree "Innovation of the Public Authority"
- Training and management support at "European projects" in collaboration with FARE ricerca consulenza e formazione
- Speeches and trainings for School Orientation related to the professions linked to the European Union with a particular focus on European projects

2011–Present

## PROJECT MANAGER and EVENTS MANAGER

No-profit activities. I have collaborated and I am actively collaborating in the creation and management of projects and events with different non-profit associations, such as: Greenpeace, A.ma. Abitanti Maddalena, Cinema Cappuccini, Fiab Federazione Italiana Ambiente e bicicletta, Sport2Build, Wheelchair basketball... The topics on which my activity is focused and I am mainly involved are active citizenship, sustainable mobility and environmental sustainability with a particular focus on my aerea.

16 Jun 2012–17 Jun 2015

## EUROPEAN ACCOUNTANT AUDITOR

Città metropolitana di Genova- Ex Provincia di Genova/Direzione Politiche formative e del lavoro -Servizio Istruzione e formazione professionale -Ufficio Gestione-, Genova

Management, evaluation and check of training activities and labor policies related to all professional sectors and different types of users financed through Structural Funds, European Social Fund, national funds, L. 236/93, and regional funds. In particular, the audit of the training plans was an active part of the reimbursements by the Region and the control of the reporting of training projects.

12 Oct 2012–18 Dec 2015

### EUROPEAN PROJECT MANAGER/TESORIERE

No profit Association- Youth Europe Around Sustainability Tables - Yeast

No profit activities. Planning, management and reporting of projects in the local, national and international fields of the non-profit association, both as leader and partner; especially in the Erasmus+ Program. Implementation and development of networks composed of local and international partners. Selection and management of voluntary personnel. Full management of accounting, especially of reporting on European and national projects. Tutoring and training orientation with a specific focus on European mobility linked to thematic programs.

15 Sep 2011–7 Jun 2012

### Administrative Project Management

Università degli Studi di Genova-D.O.B.I.G./Di.N.O.G.M.I.

Support to the University Department in the presentation of national, European and international research projects (with particular reference to the VII Framework Program). Administrative accounting management of national, European and international research projects, monitoring of costs incurred and related reporting.

1 Jun 2009–23 Jul 2010

### BACK-OFFICE MORTGAGES

BY YOU LIGURIA SRL

Via Cesarea 79r, 16121 Genova

L53 / 2000. Analysis activity, credit and debit checks, data entry, formal control of the files, expert control, direct contact with notaries, process problem solving, preparation of the documentation necessary for the stipulation of the mortgage contract, after-sales.

**Business or sector** Gruppo UBI BANCA -Attività finanziarie e assicurative

5 Apr 2006–17 Jun 2011

### TAX ASSISTANT. Quarterly collaboration in the tax declaration processing period

CAF Liguria Servizi S.A.S.

via Bobbio 234/236 r, 16137 Genova (Italy)

Advice and tax assistance to customers. Study and analysis of tax legislation, its practice and constant updating. Compilation of income mod. 730, Unico, Isee, Red, Ici calculation.

**Business or sector** Consulenza Amministrativa, Fiscale e Tributaria

23 Aug 2010–15 Oct 2010

### COMMERCIAL MANAGER

Ucina

Piazzale Kennedy 1, Genova

Management of two hundred exhibitors for the 50th International Boat Show. Control of participation, budget, negotiation, data entry, allocation of exhibition space, pre and post-sales management.

**Business or sector** Confindustria Nautica

1 Jan 2007–28 Nov 2008

### ADMINISTRATIVE ASSISTANT CUSTOMER ACCOUNTING AREA

Fiera di Genova Spa

Piazzale Kennedy, 1, 16129 Genova (Italy)

Management and archiving of documentation, cash, debt collection, invoice compilation, and customer relations. Banks and credit institutions management and partial management of sponsorship/advertising contracts. Main events followed: 48th International Boat Show, Libridine, Interschau-Technofolies, ABCD, Orientazioni, Più Menù Expò.

**Business or sector** Attività di Organizzazione manifestazioni, Allestimenti e Gestione degli spazi e servizi correlati

1 Sep 2001–30 Mar 2005

### ACCOUNTING part-time

Reitano Giuseppe Autodemolizioni  
via canate, 16040 Genova (Italy)

Keeping of accounting records, record-keeping, active and passive invoices. Direct contact with customers at affiliated offices and dealers

**Business or sector** Autodemolizioni

## EDUCATION AND TRAINING

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Sep 2019–Oct 2019

### Professional Certificate Project Cycle Management in International Cooperation project

Istituto superiore per gli Studi di Politica internazionale

4 Sep 2014–25 May 2016

### Diploma in European Affairs

Istituto superiore per gli Studi di Politica internazionale

- European Project Management
- Project cycle management
- European Union policies on climate change
- The future of the European Union

24 Jan 2012

### MASTER'S DEGREE IN ADMINISTRATION AND PUBLIC POLICIES

110/110 con lode

Università degli Studi di Genova - Facoltà di Scienze Politiche

Thesis in Regional Finance and Local Authorities, Degree Course in Administration and Public Policies "Public grants to the private companies"

Jan 2011–Oct 2011

### MASTER IN INNOVATION OF PUBLIC ADMINISTRATION

110/110 con lode

Università degli studi di Genova; Facoltà di Scienze Politiche

Communication:

- Organizational processes and group dynamic
- Leadership
- Communication laboratories

Quantitative methods:

- Data collection and data processing
- Design of quantitative and qualitative indicators
- Tools for statistical analysts

Financial innovation:

- Public procurement
- Public Private Partnership

PROJECT WORK: "The negotiated planning and reform of the third sector in the Liguria Region" in

collaboration with Dott.sa Magni, Director of the Liguria Region.

23 Jan 2008 **Bachelor's Degree in Political Science** 102/110

Università degli Studi di Genova - Facoltà di Scienze Politiche

Course in "Economy, Finance and Politics": Finance Science, Business Economics, Administration Science.

Thesis in Public Economics "8% Italian personal income tax: a critical analysis"

7 Jul 2001 **Bookkeeper and business expert** 90/100

Istituto Tecnico Commerciale Vittorio Emanuele II, Genova

- Business economics
- Public Law
- Private law

29 Jun 2014 **Training course in accounting and public finance innovations and the harmonization of public budgets**

30 Oct 2013 **Programming and control training**

PERSONAL SKILLS

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	A1	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** Excellent predisposition to teamwork and interpersonal relationships. Good attitude to communication gained both during the period of university studies and in the activity in a youth political association. Through the role in the non-profit association Yeast and the role played within the R&D company's Business , I refined my 3.0 communication skills also in English, I have improved the communicative and interpersonal skills through the management of international groups also. Excellent knowledge of the management and functioning of public administration and stakeholders group.

**Organisational / managerial skills** High proactive management of conflictual situations, resistance to stress. A proactive approach to new subjects . Motivation to the result. Excellent development of organizational and management skills in a thanks to the planning, management, and control of international and local projects and events.

**Job-related skills**

- excellent ability to autonomously manage the presentation of project proposals in the European field, the management of such projects and the reporting of European and national projects (forms, relations with financing bodies) and the coordination of the reporting activities of other partners
- good knowledge of the financial circuits relating to European and national funds both in terms of the eligibility of the expenses and the related certification and with regard to compliance with the spending schedule

**Digital skills** Knowledge of the main operating systems: Windows Vista, XP and 9x. Office automation suites such as: Microsoft Office 2007/3 and 2010, XP and OpenOffice Use of e-mail, browsing and Internet

searches. Use of internet banking services for business purposes

Driving licence B