



## Casper Cogen

### ● WORK EXPERIENCE

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12/2022 – CURRENT Genoa, Italy

#### **GRANTS OFFICER** IRCCS ISTITUTO GIANNINA GASLINI

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- Project planning;
- Project management;
- Financial and scientific reporting;
- Optimisation of administrative procedures concerning timesheets;
- Document revision;
- Communication with partners;
- Brainstorming on innovation;
- NPRR/PNRR;
- Horizon Europe;
- National projects;
- Projects of the NIH (USA).

09/2022 – 11/2022 Genoa, Italy

#### **RESEARCH ASSISTANT** IRCCS ISTITUTO GIANNINA GASLINI

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- Data collection and data entry;
- Creation and revision of documents (English and Italian)
- Enhancement of the internal training program through the creation of comprehensible, coherent, and graphically illustrated documents in order to facilitate various complex methodological procedures;
- Translation services;
- Presentation of research projects;
- Communication between different entities;
- Teamwork.

11/2021 – 06/2022 Savona, Italy

#### **TEACHER** ISTITUTO ISTRUZIONE BOSELLI-ALBERTI

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- Teacher French;
- Teacher Civic Education;
- Teacher Italian foreign students;
- Tutor foreign students;
- Teacher French evening school;
- Nurturing a higher level of French in the evening school through the provision of a self-created program;
- Improvement of the communication process between the educational staff, the foreign students and their families by virtue of my familiarity of various languages.

03/2021 – 06/2021 Ghent, Belgium

#### **ADMINISTRATIVE ASSISTANT** IPSOS

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Responsabile for the French:

- Data Collection;

- In- and Outbound Calls;
- Communication.

07/2020 – 08/2020 Ghent, Belgium

**ADMINISTRATIVE ASSISTANT CM - HEALTH INSURANCE COMPANY**

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- Archiving;
- Document Revision;
- Assisting French, Spanish and English speaking people with the compilation of documents;
- Accounting

07/2019 – 08/2019 Ghent, Belgium

**ADMINISTRATIVE ASSISTANT CM - HEALTH INSURANCE COMPANY**

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- Archiving;
- Document Revision;
- Assisting French, Spanish and English speaking people with the compilation of documents;
- Accounting.

● **EDUCATION AND TRAINING**

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09/2020 – 09/2021 Ghent, Belgium

**MASTER OF SCIENCE IN CONFLICT AND DEVELOPMENT STUDIES** University of Ghent

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**Address** 9000, Ghent, Belgium | **Final grade** Summa Cum Laude | **Level in EQF** EQF level 7 |

**Thesis** Prefigurative Right to the City: Fusing Triads towards a Symbiotic Urgent Utopia - Case study of Ghentian Housing Cooperative wooncoop

09/2019 – 01/2021 Ghent, Belgium

**PREPARATORY COURSE MSC IN CONFLICT AND DEVELOPMENT STUDIES** University of Ghent

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**Address** 9000, Ghent, Belgium | **Level in EQF** EQF level 6

09/2019 – 09/2020 Ghent, Belgium

**MASTER OF ARTS IN LITERATURE AND LINGUISTICS: FRENCH AND SPANISH** University of Ghent

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**Address** 9000, Ghent, Belgium | **Final grade** Magna Cum Laude | **Level in EQF** EQF level 7 |

**Thesis** Spatial journeys in the novel María Magdalena of Matilde Cherner: transgression, gender and class

09/2016 – 09/2019 Ghent, Belgium

**BACHELOR OF ARTS IN LITERATURE AND LINGUISTICS: FRENCH AND SPANISH** University of Ghent

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**Address** 9000, Ghent, Belgium | **Level in EQF** EQF level 6 |

**Thesis** Congo Inc. The testament of Bismarck of In Koli Jean Bofane. Thematic analysis: contemporary economical, political and social problems in the Democratic Republic of Congo

● **LANGUAGE SKILLS**

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Mother tongue(s): **DUTCH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>FRENCH</b>	C2	C2	C2	C2	C2
<b>SPANISH</b>	C2	C2	C2	C2	C2

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>ITALIAN</b>	C1	C1	C1	C1	C1
<b>GERMAN</b>	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DIGITAL SKILLS

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### Microsoft Office

Microsoft PowerPoint | Microsoft Excel | Microsoft Word

### Adobe

Adobe Acrobat Reader

### General

Problem Solving | Communication and collaboration | Information and data literacy | Digital Content Creation | Safety

## ● ADDITIONAL INFORMATION

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### CONFERENCES AND SEMINARS

21/06/2023

**Cystic Fibrosis Foundation: Grants Management Townhall - Grants and Contracts, Management and Administration Team** • GMS Profile Set-Up;

- How to Add Contacts to an Award;
- CFF Post-Award Contacts;
- Signing an Award Letter;
- Deliverable Statuses & Meaning;
- Renewal Budget and Progress Report;
- Report of Expenditures;
- Approved carryover;
- Revisions Requested;
- Identifying Payments;
- Indirect cost;
- Automated Reminder Messages.

07/03/2023 – Obiettivo Europa

#### **Il budget e la rendicontazione dei progetti europei**

- Nuove normative europee relative alla programmazione 2021-2027;
- Conoscenze e strumenti pratici necessari per:
  - predisporre correttamente il budget in fase di presentazione della richiesta di finanziamento;
  - presentare rendicontazioni a norma (ammissibilità delle spese);
  - massimizzare l'impatto del progetto sulle finanze del beneficiario;
- Criteri per chiarire le regole di ammissibilità dei costi;
- Modelli, formulari e giustificativi di spesa necessari alla successiva rendicontazione.

23/01/2023 – Obiettivo Europa

#### **Fondi europei 2021-2027, tecniche di progettazione e budget**

- Redigere, sviluppare e gestire un progetto;
- Programmazione europea 2021-2027;
- Stesura di una proposta progettuale;
- Costruzione del budget.

29/03/2022 – Campus Argo/Didattica Psicologia

#### **La classe inclusiva per alunni con disturbi e disabilità dello sviluppo**

- La normativa vigente;
- L'analisi dell'ICF (Classificazione Internazionale del Funzionamento, della Disabilità e della Salute);

- Le varie tipologie di disabilità e di disturbi dello sviluppo dell'apprendimento;
- La lettura consapevole della diagnosi;
- Le strategie e i principali modelli di intervento per l'attuazione didattica della diagnosi;
- I modelli di progettazione educativo-didattica inclusivi, in attuazione del D.lgs. 66/2017 (Cfr. in particolare, art. 7, comma 2);
- Le modalità di redazione di un PEI, centrato sui bisogni specifici della propria classe;
- La progettazione didattica e la sperimentazione didattica, in funzione delle specifiche situazioni si affrontano nella propria classe.

01/12/2021 – Istituto Superiore Boselli-Alberti

**Tutela della Salute e della Sicurezza**

## **PROJECTS**

01/03/2019 – 15/03/2019

**Corpus Oral y Sonoro del Español Rural, COSER** Spanish linguistic research in the Canary Islands (in collaboration with the University of Madrid, Oxford University, and others).

## **VOLUNTEERING**

08/2012 – 09/2020

**Youth Volunteer Work**

- Youth movement (semiweekly) : person responsible for the guidance and integration of vulnerable youth: youth with (learning) disabilities, with migration background, victims of domestic violence, or children economically less privileged);
- Summer playground and camps.

## **ACADEMIC EXCHANGE PROGRAMS**

08/2019 – 12/2019

**Bilateral Agreement - Université de Sherbrooke - Canada**

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08/2018 – 12/2018

**Erasmus Université Montpellier 3 - Paul Valéry - France**

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*Autorizzo il trattamento dei miei dati personali ai sensi del Dlgs 196 del 30 giugno 2003 e dell'art. 13 GDPR.*

Savona , 10/07/2023

Casper Cogen