

EUROPEAN FORMAT FOR
CURRICULUM VITAE
VITA E



ERICA TORTI

WORK EXPERIENCE

<i>Dates (from – to)</i>	June 1, 2024 – present
<i>Name and address of employer</i>	Regional Foundation for Biomedical Research Piazza Città di Lombardia 1, 20124 Milan, Italy
<i>Type of employment</i>	Head of Regional Calls for Proposals – Permanent contract
<i>Main duties and responsibilities</i>	Support in preparing the general structure and administrative content of regional calls for proposals; preparation of detailed documentation (guidelines for submitting funding applications); assistance to researchers and related institutions in submitting projects in response to FRRB calls for proposals; collection of project proposals submitted by interested parties; analysis of the formal requirements for eligibility for funding; management of relations with beneficiaries to ensure compliance with the rules and procedures contained in the call for proposals; analysis of the budgets contained in the applications eligible for funding; preparation of agreements with the institutions benefiting from the Foundation's contributions; support to beneficiary institutions in the management of active projects; control of the financial reports submitted by the beneficiaries of the funding.
<i>Dates (from – to)</i>	December 31, 2023 – May 31, 2024
<i>Name and address of employer</i>	Regional Foundation for Biomedical Research Piazza Città di Lombardia 1, 20124 Milan, Italy
<i>Type of employment</i>	Junior Project Officer – Permanent contract
<i>Main duties and responsibilities</i>	From March 1, 2024, to January 19, 2026 Quality Management System Manager; support in preparing calls for proposals and related forms for submitting funding applications, for all aspects relating to formal requirements and financial plans; support to researchers and <i>grant offices</i> in submitting projects in response to regional and European calls for proposals promoted by FRRB (pre-award); support for the management of relations with researchers and administrative managers of funded projects (post-award); assistance in the verification of financial reports required by FRRB on an annual basis; support for monitoring the administrative activities undertaken by the Foundation in the post-award phase of the call for proposals; support in managing and monitoring the project budget and preparing the administrative documents necessary for the disbursement of funding; support in organizing events related to calls for proposals in conjunction with the Call for Proposals and Project Management, Scientific Area, and European Project Management departments.
<i>Dates (from – to)</i>	September 1, 2023 – December 7, 2023
<i>Name and address of employer</i>	Department of Civil Engineering and Architecture – University of Pavia Via Ferrata 3, 27100 Pavia, Italy
<i>Type of employment</i>	Continuous coordinated collaborator – Project “ERC Starting Grant CoDe4Bio”
<i>Main duties and responsibilities</i>	Management of the project's multimedia resources (website, social networks) and international dissemination and communication of activities and results; organization of scientific events within the project (workshops, seminars); support to the Principal Investigator (PI) and the research team with regard to compliance with implementation deadlines and management of data and metadata; support to the PI in managing and monitoring the project budget and drafting periodic reports; liaison, interaction, and support role with the University and Department Administration for technical-scientific activities, financial reporting, expenditure, and recruitment of project staff; verification of the achievement of the expected results of the project through the application of specific result indicators.

<i>Dates (from – to)</i>	September 1, 2022 – August 31, 2023
<i>Name and address of employer</i>	Ercole De Castro Research Center for Electronic Systems for Information Engineering and Telecommunications (ARCES) – Alma Mater Studiorum – University of Bologna Via Toffano 2/2, 40125 Bologna, Italy
<i>Type of employment</i>	Continuous Coordinated Collaborator
<i>Main duties and responsibilities</i>	Support for dissemination and fund raising activities for the research group on "Inverse Problems in Imaging." Organization of an event at the Academy of Sciences of the Institute of Bologna and collection of presentations for publication in a volume; updating of the research group's website; organization of participation in conferences and other events for the dissemination of research results; analysis of opportunities for participation in competitive research calls and coordination of the submission of project proposals for the financing of the Group's research activities.
<i>Dates (from – to)</i>	May 1, 2021-April 30, 2022
<i>Name and address of employer</i>	Confindustria Lombardia Via Pantano 9, 20122 Milan, Italy
<i>Type of employment</i>	Project Officer – Enterprise Europe Network Project – Fixed-term contract
<i>Main duties and responsibilities</i>	Planning and implementation of internationalization, communication, and dissemination activities. Assistance to companies in accessing foreign markets: access to a database for finding foreign partners in the commercial and technological fields; support for participation in international brokerage events and organization of such events in collaboration with other partners (i.e., Technology & Business Cooperation Days 2021; Photonics4Aerospace 2022). Writing and publishing news on the Confindustria Lombardia website (Europe section) and editing the bimonthly newsletter using Mailchimp; administrator of the Project's LinkedIn page for Confindustria Lombardia and related content creation using Canvas. Until October 2021, support to the Officer in charge of communication activities concerning the 9 Lombardy Technology Clusters and the Internationalization Area: editing the Clusters' quarterly newsletter using Mailchimp; dissemination of events and funding opportunities of interest to companies and Clusters; support in the management of special projects concerning the Internationalization Area (Inbuyer Automotive and Agricultural Machinery 2020; Inbuyer Digital 2021; VELD Canada Project 2021-2022).
<i>Dates (from – to)</i>	June 1, 2020-April 30, 2021
<i>Name and address of employer</i>	Confindustria Lombardy Via Pantano 9, 20122 Milan, Italy
<i>Type of employment</i>	Project Manager – Interreg Alpine Space AlpLinkBioEco Project – Fixed-term contract
<i>Main duties and responsibilities</i>	Management of all operational aspects of the project (planning the team's work, researching and contacting suitable suppliers for the activities to be carried out, reviewing <i>papers</i> , organizing events, preparing and monitoring the project budget, drafting periodic reports for the Managing Authority). Responsible for project communication and dissemination for the entire Consortium. Responsible for the project website and social media (<i>LinkedIn</i> , <i>YouTube</i>) and creation of related content. <i>Chief Editor</i> of the final project publication " <i>Creating Biobased Value in the Alpine Space</i> ." Organization of both the logistics and content of the final project conference (virtual event).
<i>Dates (from – to)</i>	December 1, 2019-May 31, 2020
<i>Name and address of employer</i>	Confindustria Lombardia Via Pantano 9, 20122 Milan, Italy
<i>Type of employment</i>	Intern - Internationalization, Cluster, and Enterprise Europe Network Areas – Internship Contract
<i>Main duties and responsibilities</i>	Supporting staff in organizing <i>incoming</i> and <i>outgoing</i> B2B meetings; supporting staff in managing and reporting on the European <i>Enterprise Europe Network</i> Project; monitoring and <i>data analysis</i> of both European (<i>LIFE</i> , <i>HORIZON 2020</i> , <i>COSME</i> , <i>EIC Accelerator</i> , <i>EIC Pathfinder Pilot</i> programs) and regional (<i>Fashiontech</i> Call for Proposals, <i>Call Hub Research and Innovation</i> Call for Proposals) calls for proposals; monitoring and analysis of Lombardy Region decrees and resolutions of interest to officials; writing news for the Internationalization and Cluster sections of the Association's website; drafting and distribution of newsletters using <i>Mailchimp</i> ; participation in institutional meetings.

<i>Dates (from – to)</i>	July 1, 2017 – November 30, 2019
<i>Name and address of employer</i>	Honorary Consulate General of Ireland Corso di Porta Vittoria 18, 20122 Milan, Italy
<i>Type of employment</i>	Consular Assistant – Occasional collaboration contract
<i>Main duties and responsibilities</i>	Examination of administrative procedures for the issuance of passports, emergency passports, authorizations for marriage abroad, and certifications required for Irish citizens to acquire residence in Italy. Examination of administrative procedures for the issuance of visas for entry into Ireland; management of relations with the Irish Embassy in Rome and with the relevant Irish offices.
<i>Dates (from – to)</i>	February 1, 2017-June 30, 2017
<i>Name and address of employer</i>	Honorary Consulate General of Ireland Corso di Porta Vittoria 18, 20122 Milan, Italy
<i>Type of employment</i>	Intern – Internship contract
<i>Main duties and responsibilities</i>	Examination of administrative procedures for the issuance of passports, emergency passports, authorizations for marriage abroad, and certifications required for Irish citizens to acquire residence in Italy. Examination of administrative procedures for the issuance of entry visas to Ireland; support activities for staff in managing relations with the Irish Embassy in Rome and the relevant Irish offices.

EDUCATION

AND

TRAINING

<i>Dates (from – to)</i>	July 4, 2022- July 8, 2022
<i>Qualification obtained</i>	Online Course in European Project Management
<i>Name and type of education or training institution</i>	Venice International University
<i>Principal subjects/occupational skills covered</i>	Module 1 – Strategic project management; Module 2 – Ongoing project monitoring and evaluation; Module 3 – Budget management and reporting; Module 4 – Communication.
<i>Subject of study</i>	
<i>Dates (from – to)</i>	September 2015-December 2017
<i>Qualification obtained</i>	Master's Degree in International Relations – LM 52 New System (grade: 110/110 cum laude)
<i>Name and type of educational or training institution</i>	University of Milan – Faculty of Political, Economic, and Social Sciences
<i>Main subjects/professional skills covered</i>	International economic and environmental law; English language II; Diplomatic and consular law; Foreign policy analysis; International monetary economics; Economics and techniques of international trade; Assessment of advanced computer skills; International law of armed conflict; International political systems.
	Thesis: <i>"Adaptation to climate change in international environmental and disaster law."</i>
<i>Dates (from – to)</i>	September 2012 – July 2015
<i>Qualification obtained</i>	Bachelor's Degree in International Sciences and European Institutions – L 36 New System (grade: 105/110)
<i>Name and type of educational or training institution</i>	University of Milan – Faculty of Political, Economic, and Social Sciences
<i>Principal subjects/occupational skills covered</i>	European Union law, international law; Anglo-American law; English language; political and economic sociology; strategic studies; international protection of human rights; statistics; economic institutions; international economics and politics.
	Thesis: <i>"Secession processes and the European Union: the Scottish case."</i>

Dates (from – to) **September 2003 – June 2008**
Qualification **High school diploma**
Name and type of educational or training institution **Alessandro Manzoni State High School**

**PERSONAL SKILLS
AND COMPETENCES**

FIRST
LANGUAGE

ITALIAN

OTHER LANGUAGES

ENGLISH (CAE CERTIFICATE - LEVEL C2 - SCORE: 201/210)

Reading skills
Excellent

Writing skills
Excellent

Oral expression skills
Excellent

INTERPERSONAL SKILLS

I have excellent interpersonal skills acquired during my work experience in diverse contexts, thanks to which I have had the opportunity to interact and collaborate profitably with various institutional *stakeholders*, such as embassies, ministries, regions, trade associations, and clusters, as well as with people from cultural *backgrounds* different from my own.

**ORGANIZATIONAL SKILLS
AND ABILITIES**

I have excellent communication, organizational, and management skills acquired through my work experience.

TECHNICAL SKILLS AND EXPERTISE

Excellent command of the Office suite: word processor, spreadsheet, presentation software, and Outlook. Basic command of Wordpress, LATEX, and Google Sites applications. Advanced knowledge of MS Windows and MacOS operating systems.

I, Erica Torti, declare that this CV has been drawn up in the form of a self-certification, pursuant to Articles 46 and 47 of Presidential Decree No. 445 of December 28, 2000; authorizes the processing of personal data contained in this CV pursuant to Article 13 of Legislative Decree 196/2003 and Article 13 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data.