

KAELA VENUTO

Date/Place of birth: 11.03.1974, U.K.

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WORK EXPERIENCE:

- University of Trento, Department of Psychology & Cognitive Sciences - CIMeC, Rovereto, Italy** October 2015
Position: European Research Council (ERC) Project Manager - ongoing
- Tasks:** Coordinating the ERC projects 'Construction of Perceptual Space-Time' – Principal Investigator: Prof David Melcher, 'Mapping the Deprived Visual System: Cracking function for prediction', PI: Dr Olivier Collignon and 'Transfer Learning within and between brains' – P.I.: Prof Giorgio Coricelli. Administration, logistics, personnel recruitment, including preparation of job adverts, contracts, etc.; translating between Italian and English and editing in both these languages. Registering experiment payments and supporting the overall project accounting process, according to University and ERC rules. Assisting the PI in drafting proposals to the University's ethics committee and in other research areas not strictly related to the Project, interdepartmental communication at the University and liaising with external bodies, such as the Donor, scientific journals, etc. Collaboration in the design of the lab and Project web pages and regular publication of updates.
- University of Trento, Department of Psychology & Cognitive Sciences - CIMeC, Rovereto, Italy** February -
Position: European Research Council (ERC) Project Manager September
2015
- Tasks:** Coordinating Prof David Melcher's ERC-funded project 'Construction of Perceptual Space-Time' and Prof Nathan Weisz's ERC project 'Brain-State Dependent Perception: Finding the Windows to Consciousness'. Administration, logistics, personnel recruitment, including preparation of job adverts, contracts, etc.; translating between Italian and English and editing in both these languages. Registering experiment payments and supporting the overall project accounting process, according to University and ERC rules. Assisting the PI in drafting proposals to the University's ethics committee and in other research areas not strictly related to the Project, interdepartmental communication at the University and liaising with external bodies, such as the Donor, scientific journals, etc. Collaboration in the design of the lab and Project web pages and regular publication of updates.
- University of Trento, Department of Psychology & Cognitive Sciences - CIMeC, Rovereto, Italy** February
Position: Lab Manager & ERC Grant Administrator 2013 –
February
2015
- Tasks:** Coordinating Prof David Melcher's Active Perception Lab and administrating the ERC-funded project 'Construction of Perceptual Space-Time'. Personnel recruitment, including preparation of job adverts, contracts, etc. Translating between Italian and English and editing in both these languages. Registering experiment payments and supporting the overall project accounting process, according to University and ERC rules. Assistance to the PI in drafting proposals to the University's ethics committee and in other research areas not strictly related to the Project, interdepartmental communication at the University and liaising with external bodies, such as the Donor, scientific journals, etc. Collaboration in the design of the lab and Project web pages and regular publication of updates.
- Osservatorio Balcani e Caucaso - OBC, Rovereto (TN), Italy** July 2010 –
Position: Editor for International Development in the Balkans September
2012
- Tasks:** Research on the Western Balkans for the publication of articles on the web-based news provider. Main topics: rural development, sustainable tourism, SMEs and cross-border business cooperation, social services and welfare systems, etc. Managing a network of approximately 10 correspondents, article revision and translations from Italian, English and Serbo-Croatian-Bosnian-Montenegrin (bchs) into Italian and English. Direct on-line publication and article creation. OBC representative for the Italo-Balkan Decentralised Cooperation Programme SeeNet II implemented by 7 Italian regional authorities and 46 municipalities in 7 Western Balkan countries. Beside these regular tasks, lectures on cultural mediation and conflict resolution (for a total of 36 hours/year) at an M.A run by the *International University Institute for European Studies* in Gorizia (University of Trieste). Production editor of the Italian version of the book 'Organic Balkans' (OBC, November 2011) and copy editor of the English translation.
- Bill Sterland Consultancy, FVG, Italy** January -
Post: Self-employed Associate December

Tasks: Administration, language teaching, translations, lectures on conflict management at a Master's Programme at the International University Institute for European Studies (UIES), Gorizia, Italy.	2009
Schueler Helfen Leben (SHL) - German NGO in Kosovo	November
Post: <u>Consultant (distance work & brief field missions)</u>	2007 –
Tasks: Support to the Kosovan programme manager in establishing a local NGO, especially in terms of developing its new governance structures and building the capacities of its staff. Main tasks include strengthening the local executive director's management and leadership skills, through distance coaching (via internet), followed by field trips. Project design and report writing for both the local organisation and SHL-Germany.	October 08
SHL – German NGO in Kosovo	July 2006 –
Post: <u>Head of Mission</u>	September
Tasks: Overall responsibility (legal, managerial and financial) for SHL's programme in Kosovo. Management of projects aimed at promoting reconciliation, freedom of movement and the improvement of young people's economic and social conditions. Leading SHL-Kosovo's organisational development process with the long-term aim of localising this branch of the German NGO. Strategic planning, staff capacity building and fund raising.	2007
<u>Number of directly managed staff: 12.</u>	
SHL – German NGO in Kosovo	October 2005
Post: <u>Project Manager</u>	– June 2006
Tasks: Responsibility (legal, managerial and financial) for SHL-Kosovo's youth sector projects in the town of Rahovec/Orahovac, which remained 'divided' (between a Kosovan-Albanian majority and a Kosovan-Serb minority) after the 1998-99 conflict. Managing projects aimed at the rapprochement between the different ethnic/national groups as well as tackling the problems of youth unemployment and education. Strengthening the organisation's local structures: development of its own identity, mission, vision, improvement of staff capacities.	
<u>Number of directly managed staff: 12.</u>	
United Nations Development Programme (UNDP) in Bosnia & Herzegovina	January -
Post: <u>Aid Coordination Officer</u> for the <i>Programme of Support to BiH in the Management & Coordination of Development Resources</i>	June 2005
Tasks: Capacity-building specifically geared at supporting the teams of local civil servants from State and Entity governments set up a second phase of the Programme. More specifically, this involved facilitation of negotiations with Ministries, other local institutions and the main Donors to Bosnia & Herzegovina (BiH); supporting both the analysis of existing legislation and the drafting of proposals for legislative change aimed at improving the effectiveness of BiH institutions in the field of public financial management. Further tasks included preparing policy positions for the UNDP Country Office's negotiations with the BiH Government and the main Donors to BiH for the establishment of a countrywide public financial capacity-building Programme, as a follow-up to the current Project.	
United Nations Development Programme (UNDP) in Bosnia & Herzegovina	July 2003 -
Post: <u>Jr. Aid Coordination Officer</u> for the <i>Programme of Support to BiH in the Management & Coordination of Development Resources</i>	December
Tasks: Capacity-building for teams of local civil servants from State and Entity governments: facilitation and coordination activities aimed at reaching policy consensus and formulation of agreed official documents. Identification of training needs and organisation of training activities, including seminars for Cantons and Municipalities and setting up and managing the Programme's English language learning component. Preparing reports, analytical documents and official publications for the Donor Community and local authorities; dealing with the Programme's overall PR activities.	2004

<p>Italian Ministry of Foreign Affairs' Development Cooperation Unit in Bosnia & Herzegovina Post: <u>Consultant on Italian Development Cooperation Projects in Bosnia Herzegovina</u> Tasks: Formulation, monitoring and evaluation of Projects. Specifically assigned to a project on environmental protection and a project on cultural heritage in BiH, both in terms of substance – project proposals – and the organisation/logistics of the related international project-launching conferences. Responsibility for coordination of the Development Cooperation Unit's activities with project partners and implementers, such as International Organisations, NGOs, and public authorities (both Italian and local). Drafting the Annual Report to Parliament on the activities carried out by Italian Development Cooperation in BiH in 2002.</p>	<p>September 2002 – June 2003</p>
<p>Italian Development Cooperation Unit in Bosnia & Herzegovina Post: <u>UN Fellow</u> Tasks: Formulation, coordination, monitoring, evaluation of Italian Development Cooperation projects under supervision of the Unit's Director. Keeping contacts and actively taking part in meetings with project partners and implementers, such as International Organisations, NGOs and public authorities (both Italian and local); reporting on these to the Office Director and to the Headquarters in Rome.</p>	<p>September 2001 – August 2002</p>
<p>Italian Refugee Council (CIR) Post: <u>Trainer of Personnel working in Refugee Reception at the Venice City Council</u> Tasks: Training personnel (8-10 people) for refugee reception centres located in the Municipality of Venice (Italy) on refugee law (national and European) and social and cultural aspects of refugee reception.</p>	<p>August 2001</p>
<p>European Council on Refugees and Exiles (ECRE), London, UK Post: <u>Policy Research Intern</u> Tasks: Research on European Asylum Policy for the drafting of policy positions, overviews for the website and for the organisation's bimonthly documentation service publication; dealing with requests from member agencies or private persons.</p>	<p>March – July 2001</p>
<p>United Nations High Commissioner for Refugees , B.O. Rome, Italy Post: <u>Intern</u> Tasks: Research for projects in Italy on asylum, refugee reception and integration for the Liaison Unit. Research on reception conditions for asylum seekers in the EU. Administrative work for the UNHCR Representative in Italy including reports, correspondence, translations.</p>	<p>November 2000 – February 2001</p>
<p><u>OTHER WORK EXPERIENCES:</u></p>	
<p>International University Institute for European Studies (IUIES), Gorizia, Italy Post: <u>Short-Term Lecturer in Conflict Resolution & Cultural Mediation</u></p>	<p>2012, 2011, 2009</p>
<p>OSCE/ODHIR Post: <u>Short-Term Election Observer</u> at General Election in Bosnia Herzegovina, 02-06.10.02 Tasks: Monitoring the election process and the count</p>	<p>October 2002</p>
<p>Berlitz Language School, Zentrum fuer Weiterbildung (Centre for Further Education), Frankfurt, Germany Post: <u>Foreign Language Teacher</u> Tasks: Teaching English and Italian to adults from beginner to advanced levels, both one to one and group tuition.</p>	<p>September 1998 - August 1999</p>
<p>Teaching Italian, English and German in State and Private Schools, translating. Since June 2009 in the Italian state secondary school roster as a replacement teacher for German language & literature and English conversation. Latest significant position: German language & literature teacher at Liceo Rosmini Rovereto (February- June 2016). Currently teaching English to health care assistants for the Provincia of Trento (December 2016-March 2017). Latest significant translation 'A guide to the local natural park of Monte Baldo' for the Rovereto Civic Museum Foundation, February 2015.</p>	<p>From 1990 - ongoing</p>
<p><u>POST-GRADUATE QUALIFICATIONS and EDUCATION:</u></p>	
<p>European Master's Degree in Human Rights and Democratisation, University of Padua, Italy. Thesis: 'Immigration into the European Union. Dilemmas surrounding the Harmonisation Process'.</p>	<p>September 2000</p>
<p>M.A. (Hons) in Politics and German, University of Glasgow, Scotland, UK. Final Dissertation: 'Italy and Immigration. A Case for further European Co-operation'. Upper Second Class; Higher Ordinary French.</p>	<p>July 1998</p>

High School Diploma: "Maturità Scientifica" at the Liceo Scientifico Sperimentale "L.Stefanini", Venice, Italy. July 1993

OTHER COURSES:

Summer Institute on **Conflict Management and Resolution**, at the International School for Humanities & Social Sciences (ISHSS), Amsterdam University, The Netherlands. June 2005

ILO International Training Centre, Turin & Italian Ministry of Foreign Affairs, Rome – Training Programme on Project Cycle Management and the Principles and Functioning of Italian Development Cooperation. September 2001

German Language Proficiency - "Pruefung zum Nachweis deutscher Sprachkenntnisse" (PNDS). Exchange Student for Politics and German, Bremen University, Germany. February 1996

LANGUAGES:

ENGLISH & ITALIAN: bilingual

FRENCH: fluent

GERMAN: fluent

SERBIAN, CROATIAN, BOSNIAN: very good

TECNICAL ABILITIES:

Computer literate: Word, Excel, Power-point, Internet

Full clean driving licence

Further references upon request