

# 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** February 2013 - ongoing  
**Position:** Lab Manager & ERC Grant Administrator  
**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. Assisting the PI in other research areas not strictly related to the project, including interdepartmental communication at the University and liaising with scientific journals, etc.
- Osservatorio Balcani e Caucaso, Rovereto (TN), Italy** July 2010 – September 2012  
**Position:** Editor for International Development in the Balkans  
**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 - December 2009  
**Post:** Self-employed Associate  
**Tasks:** Administration, language teaching, translations, lectures on conflict management at a Master's Programme at the International University Institute for European Studies (IUIES), Gorizia, Italy.
- Schueler Helfen Leben (SHL) - German NGO in Kosovo** November 2007 – October 08  
**Post:** Consultant (distance work & brief field missions)  
**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.
- SHL – German NGO in Kosovo** July 2006 – September 2007  
**Post:** Head of Mission  
**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.  
Number of directly managed staff: 12.
- SHL – German NGO in Kosovo** October 2005 – June 2006  
**Post:** Project Manager  
**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.  
Number of directly managed staff: 12.

<p><b>United Nations Development Programme (UNDP) in Bosnia &amp; Herzegovina</b>  <b>Post:</b> <u>Aid Coordination Officer</u> for the <i>Programme of Support to BiH in the Management &amp; Coordination of Development Resources</i>  <b>Tasks:</b> 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 &amp; 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 country-wide public financial capacity-building Programme, as a follow-up to the current Project.</p>	<p>January - June 2005</p>
<p><b>United Nations Development Programme (UNDP) in Bosnia &amp; Herzegovina</b>  <b>Post:</b> <u>Jr. Aid Coordination Officer</u> for the <i>Programme of Support to BiH in the Management &amp; Coordination of Development Resources</i>  <b>Tasks:</b> 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.</p>	<p>July 2003 - December 2004</p>
<p><b>Italian Ministry of Foreign Affairs' Development Cooperation Unit in Bosnia &amp; Herzegovina</b>  <b>Post:</b> <u>Consultant on Italian Development Cooperation Projects in Bosnia Herzegovina</u>  <b>Tasks:</b> 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><b>Italian Development Cooperation Unit in Bosnia &amp; Herzegovina</b>  <b>Post:</b> <u>UN Fellow</u>  <b>Tasks:</b> 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><b>Italian Refugee Council (CIR)</b>  <b>Post:</b> <u>Trainer of Personnel working in Refugee Reception at the Venice City Council</u>  <b>Tasks:</b> 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><b>European Council on Refugees and Exiles (ECRE), London, UK</b>  <b>Post:</b> <u>Policy Research Intern</u>  <b>Tasks:</b> 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><b>United Nations High Commissioner for Refugees , B.O. Rome, Italy</b>  <b>Post:</b> <u>Intern</u>  <b>Tasks:</b> 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>

## **OTHER WORK EXPERIENCES:**

- International University Institute for European Studies (IUIES), Gorizia, Italy** 2012, 2011,  
**Post:** Short-Term Lecturer in Conflict Resolution & Cultural Mediation 2009
- OSCE/ODHIR** October 2002  
**Post:** Short-Term Election Observer at General Election in Bosnia Herzegovina, 02-06.10.02  
**Tasks:** Monitoring the election process and the count
- Berlitz Language School, Zentrum fuer Weiterbildung (Centre for Further Education),  
Frankfurt, Germany** September  
1998 - August  
**Post:** Foreign Language Teacher 1999  
**Tasks:** Teaching English and Italian to adults from beginner to advanced levels, both one to one and group tuition.
- Teaching Italian, English and German** in State and Private Schools, **translating**. Since June 2009 From 1990 -  
in the Italian state secondary school roster as a replacement teacher for German language and ongoing  
literature and English conversation.

## **POST-GRADUATE QUALIFICATIONS and EDUCATION:**

- European Master's Degree in Human Rights and Democratisation**, University of Padua, Italy. September  
Thesis: 'Immigration into the European Union. Dilemmas surrounding the Harmonisation Process'. 2000
- M.A. (Hons) in Politics and German**, University of Glasgow, Scotland, UK. Final Dissertation: 'Italy July 1998  
and Immigration. A Case for further European Co-operation'. Upper Second Class; Higher Ordinary  
French.
- High School Diploma:** "Maturità Scientifica" at the Liceo Scientifico Sperimentale "L.Stefanini", July 1993  
Venice, Italy.

## **OTHER COURSES:**

- Summer Institute on **Conflict Management and Resolution**, at the International School for June 2005  
Humanities & Social Sciences (ISHSS), Amsterdam University, The Netherlands.
- ILO International Training Centre, Turin & Italian Ministry of Foreign Affairs, Rome** – Training September  
Programme on Project Cycle Management and the Principles and Functioning of Italian Development 2001  
Cooperation.
- German Language Proficiency** - "Pruefung zum Nachweis deutscher Sprachkenntnisse" (PNDS). February  
Exchange Student for Politics and German, Bremen University, Germany. 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**