



**PERSONAL INFORMATION**

Name

**KAELA ANN VENUTO**

Address

**VIA RIALTO 69, ROVERETO (TN), 38068, ITALY**

Telephone

**+39 349 1992413**

E-mail

**venutokaela@gmail.com**

Nationality

**British/Italian**

Date of birth

**11.03.1974**

• Dates (from – to)

**01.10.2015 – ONGOING**

- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

University of Trento, Department of Psychology & Cognitive Science - CIMeC, Rovereto, Italy  
University

European Research Council (ERC) grant manager

Coordinating the ERC projects 'Construction of Perceptual Space-Time' – Principal Investigator: Prof David Melcher (ended 21.02.18), 'Mapping the Deprived Visual System: Cracking function for prediction', PI: Prof Olivier Collignon (ended 31.10.18) and 'Transfer Learning within and between brains' – P.I.: Prof Giorgio Coricelli (ongoing). Project management & administration; budget & accounting processes according to University and ERC rules; logistics; personnel recruitment, including preparation of job adverts, contracts, etc.; translating between Italian and English and editing a variety of texts, including scientific manuscripts, in both these languages. Assisting the PI in drafting proposals to the University's ethics committee and in other research areas, interdepartmental communication at the University and liaising with external bodies, such as the Donor, scientific journals, etc. Regular publication of updates on the Project web pages.

• Dates (from – to)

**18.02.2013-30.09.2015**

- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

University of Trento, Department of Psychology & Cognitive Science - CIMeC, Rovereto, Italy  
University

European Research Council (ERC) grant manager

Coordinating Prof David Melcher's Active Perception Lab and administrating his ERC-funded project 'Construction of Perceptual Space-Time' as well as Prof Nathan Weisz's ERC project 'Brain-State Dependent Perception: Finding the Windows to Consciousness' (02-09.2015). Personnel recruitment, including preparation of job adverts, contracts, etc.; project budget & accounting processes according to University and ERC rules. Translating between Italian and English and editing in both these languages. Assistance to the PIs in drafting proposals to the University's ethics committee and in other research areas, 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.

• Dates (from – to)

**01.07.2010-31.08.2012**

- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

Osservatorio Balcani e Caucaso – OBC, Rovereto (TN), Italy

Journalism project on international development

Editor for International Development in the Balkans

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 revisions and translations from Italian, English and Serbo-Croatian-Bosnian-Montenegrin (bchs) into Italian & English. Direct on-line publication & 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 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.

- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 01.2009 – 06.2010**  
 Bill Sterland Consultancy, FVG, Italy  
 Consultancy  
 Self-employed Associate  
 Administration, language teaching, translations and editing, lectures on conflict management at a Master's Programme at the International University Institute for European Studies (IUIES), Gorizia, Italy.
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 11.2007-10.2008**  
 Schueler Helfen Leben (SHL) – German NGO in Kosovo  
 International Development  
 Consultant (distance work & brief field missions)  
 Support to the Kosovan programme manager in establishing a local NGO: 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.
- Dates (from – to)
  - Nome e indirizzo del datore di lavoro
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 07.2006-09.2007**  
 Schueler Helfen Leben (SHL) - German NGO in Kosovo  
 International Development  
 Head of Mission  
 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, project writing and fund raising.  
Number of directly managed staff: 12.
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 10.2005-06.2006**  
 Schueler Helfen Leben (SHL) - German NGO in Kosovo  
 International Development  
 Project Manager  
 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 problems of youth unemployment and education. Strengthening the organisation's local structures: developing its own identity, mission, vision, improvement of staff capacities.  
Number of directly managed staff: 12.
- Date (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
  - Main activities and responsibilities
- 01-06.2005**  
 United Nations Development Programme (UNDP) in Bosnia & Herzegovina  
 United Nations Mission to Bosnia & Herzegovina  
 Aid Coordination Officer for the Programme of Support to BiH in the Management & Coordination of Development Resources  
 Capacity-building specifically geared at supporting teams of local civil servants from State & Entity governments set up a second phase of the Programme. More specifically: 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 include 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.
- Dates (from – to)
  - Name and address of employer
    - Type of business or sector
    - Occupation or position held
- 07.2003-12.2004**  
 United Nations Development Programme (UNDP) in Bosnia & Herzegovina  
 United Nations Mission to Bosnia & Herzegovina  
 Jr. Aid Coordination Officer for the Programme of Support to BiH in Management & Coordination of Development Resources

- Main activities and responsibilities

- Dates (from – to)

- Name and address of employer

- Type of business or sector

- Occupation or position held

- Main activities and responsibilities

- Dates (from – to)

- Name and address of employer

- Tipo di azienda o settore

- Occupation or position held

- Main activities and responsibilities

- Dates (from – to)

- Name and address of employer

- Type of business or sector

- Occupation or position held

- Main activities and responsibilities

## EDUCATION AND TRAINING

- Dates (from – to)

- Name and type of organisation providing education and training

- Principal subjects/occupational skills covered

- Title of qualification awarded

- Dates (from – to)

- Name and type of organisation...

- Principal subjects/occupational skills covered

- Title of qualification awarded

## PERSONAL SKILLS

### AND COMPETENCES

*Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.*

Capacity-building for teams of local civil servants from State & Entity governments: facilitation and coordination activities aimed at reaching policy consensus and formulation of agreed official documents. Identification of training needs & organisation of training activities, including seminars for Cantons and Municipalities, setting up & managing the Programme's English language learning component. Preparing reports, analytical documents and official publications for the Donor Community & local authorities; dealing with the Programme's overall PR activities.

### 09.2002-06.2003

Italian Ministry of Foreign Affairs' Development Cooperation Unit in Bosnia & Herzegovina

Italian Government

Consultant on Italian Development Cooperation Projects in Bosnia Herzegovina

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, translating (Italian-English) and editing official documents, including, the Annual Report to Parliament on the activities carried out by Italian Development Cooperation in BiH in 2002.

### 09.2001-08.2002

Italian Ministry of Foreign Affairs' Development Cooperation Unit in Bosnia & Herzegovina

Italian Government

UN Fellow

Assistance in the 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); monitoring and evaluation of projects funded by Italy. Drafting, translating (Italian-English) and editing official documents, including, the Annual Report to Parliament on the activities carried out by Italian Development Cooperation in BiH in 2001.

### 2000 - 2001

Italian Refugee Council (CIR), Italy; European Council on Refugees and Exiles (ECRE), UK; United Nations High Commissioner for Refugees (UNHCR), Rome, Italy.

Non-Governmental & inter-Governmental Organisations

Internships

Training personnel (8-10 people) for refugee reception centres on asylum law and social & cultural aspects of refugee reception. Research on European and Italian asylum conditions and policies for drafting policy positions, other texts (websites, publications); public relations; correspondence; translations.

### 09.1999-09.2000

University of Padua, Italy / now European Inter-University Centre for Human Rights and Democratisation (EIUC).

Human Rights and Democratisation. Thesis: 'Immigration into the European Union. Dilemmas surrounding the Harmonisation Process'.

European Master's Degree in Human Rights and Democratisation.

### 07.1993-07.1998

University of Glasgow, Scotland, UK.

Politics and German Language and Literature; Final Dissertation: 'Italy and Immigration. A Case for further European Co-operation'.

M.A. (Hons) in Politics and German: Upper Second Class; Higher Ordinary French.

Growing up between Italy and the UK, I have been used to interacting with different cultures and switching from one language to another since early childhood. Besides graduating from University in German language & literature (& political science), I kept up my French (Higher Ordinary qualification) by spending time in France. I also lived in Germany for 2 full years. I have solid experience in interpreting, translating, revising & editing texts. My latest significant translation from Italian into English is the book 'A guide to the local natural park of Monte Baldo'

for the Rovereto Civic Museum Foundation (02.2015), for whom I continue to carry out translations and editing. I have worked as a foreign language teacher in public & private schools, for public bodies and NGOs, with adults & children in different countries. Since 2009, I am in the Italian state secondary school roster as a replacement teacher for German language and literature (latest positions include the Rovereto Lycée and current work at the Trento prison) and English conversation. I also teach English in the Trentino Province's courses for healthcare assistants (2016-17-18; ongoing in 2019).

## MOTHER TONGUE

## ENGLISH AND ITALIAN (BILINGUAL)

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills
  
- Reading skills
- Writing skills
- Verbal skills
  
- Reading skills
- Writing skills
- Verbal skills

### GERMAN – German Language Proficiency exam 'PNDS'.

Excellent

Excellent

Excellent

### FRENCH

Excellent

Excellent

Good

### SERBO-CROATIAN-BOSNIAN-MONTENEGRIN

Good

Good

Good

### SOCIAL SKILLS

#### AND COMPETENCES

*Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.*

My work in post-conflict countries and experience in cultural mediation (courses attended and working as a lecturer in Conflict Resolution and Cultural Mediation at the University of Trieste – IUES, Gorizia - in 2009, 2011 e 2012), underpin my tendency to highly value communication with others in achieving personal and collective goals. Besides my strong ability to carry out tasks independently, I enjoy team work and, over the years, I have acquired vast professional experience in a variety of work environments (from Kosovan NGOs, to the Italian Foreign Office and its diplomatic branches, to the UN, etc.) and with people from very different national, cultural and social backgrounds.

### ORGANISATIONAL SKILLS

#### AND COMPETENCES

*Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.*

I enjoy coordinating and managing work groups. I have a problem-solving approach to obstacles in the workplace and in life more generally. I tackle new challenges and opportunities with enthusiasm. I am an experienced workgroup leader, e.g. in the Italian diplomatic sector, the UN, in local public bodies and NGOs in post-conflict countries. I have coordinated European research projects and labs / research groups in academia/science. Both in my studies and at work I have dealt with international and local law issues and with financial and administrative norms in different fields, languages and countries. In my recent years of work at the University of Trento, I have become very familiar with University administrative regulations and procedures.

### TECHNICAL SKILLS

#### AND COMPETENCES

*With computers, specific kinds of equipment, machinery, etc.*

IIT: Word, Excel, Power-point

Websites: publishing from the back end.

Following the recognition of my foreign academic qualifications by the Italian Ministry of Education (MIUR), since 2009, I am in the secondary school teachers' roster for German language and literature – since 2014 also in the Province of Trento – and English language. OSCE/ODHIR: Electoral observer, monitoring the electoral process and the vote count. General Elections in Bosnia & Herzegovina, 2-6 October 02.

### ARTISTIC SKILLS

#### AND COMPETENCES

*Music, writing, design, etc.*

I love music; dancing, singing (I am part of the University of Trento's choir).

I would like to read more; continue to travel and discover new places, in terms of both their natural and cultural assets. I love sport in general (running, swimming, skiing, field hockey, cycling, football) and in nature (trekking and tour skiing).

### DRIVING LICENCE(S)

Full clean driving licence

### ADDITIONAL INFORMATION

References on request