

## Daide Catellani

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## Professional profile

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A multi-lingual graduate who combines a strong academic background in Economics and Social Sciences with work experience gained undertaking Project Management and consulting roles. Possesses a comprehensive knowledge of public policy analysis, including evaluation methods; project management processes and methodologies from starting, planning and execution, to monitoring and control. Demonstrates attention to detail when undertaking research and analysis for monitoring and evaluation activities and during the preparation of key reports for verbal and written presentation. Utilises very good interpersonal skills and communicative abilities to build positive and lasting relationships with customers and colleagues. A valuable team player and capable of working effectively on own initiative and proven in achieving set targets, deadlines and objectives.

## Objective

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Now looking for a new and challenging position that will make best use of existing skills and experiences and enable further my professional career in EU project management and consulting roles.

## Education and qualifications

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**Professional Training:** Public Policy Analysis, Online certificate course (07/2020 – 10/2020), *London School of Economics and Political Science, UK.*

Indicators, monitoring and evaluation in ESIF Programme and project management, (9/2018, Copenhagen), *Lexxion Berlin Bruxelles.*

Project Management, (4/2017- 7/2017), *Form.Art training centre for SMEs, Italy.*

Innovative entrepreneurship, R&D, technological transfer, innovation management, (5/2008), *Spinner Consortium, Bologna University, Italy.*

Planning a growing urban region, (8/2007), *Helsinki Summer School, Finland.*

Human rights: cultural pluralism against racism and xenophobia. Communities vs. Individuals, International Summer School, Erasmus Intensive Programme, (7/2006), *Bologna University, Italy.*

**Master's Degree:** Territorial marketing and local development policies (2006)  
*Faculty of Economics, Catholic University.*

**Bachelor's Degree:** Economics and social sciences – 1st Class (2005)  
*University of Modena, Italy.*

Erasmus scholarship programme (2003), *Uppsala University, Sweden.*

## Career summary

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**Nov 2020 – EU Project Officer**  
**Metropolitan City of Bologna, Bologna, Italy**

- Responsible for supporting the management and implementation of selected technical tasks in the following EU Programmes and projects:
- INTERREG ADRION: (Creatures): policy framework analysis: joint preparatory report; (Pronacul): Transnational framework analysis; good practices collection; communication strategy: synergies with other EU projects. INTERREG EUROPE: (SinCE-ACF): local action plan development.
- Further planned technical project activities: INTERREG EUROPE: Gress; Start Easy; INTERREG CE Altrupreneurs; URBACT III: Urban Regeneration Mix; Erasmus+ ka2: Sesame; LIFE+ prep: Veg-gap; HORIZON 2020: Belt, Connecting.

**Jan 2019 – Oct 2020 Consultant – EU project management**

**Confindustria Emilia-Romagna, Bologna, Italy**

- Responsible for the administration and financial management of the EU project REFRAME: regional framework for work-based learning co-funded by the Erasmus+ Programme 2014-2020.
- Support to the project Coordinator in the delivery of ad hoc communication, social research and training tasks of WP5 (Valorization and Dissemination) of the EU project REFRAME.
- Support to the delivery of the qualitative survey implemented by FABER- Industria e Futuro in Emilia-Romagna, in partnership with IRES Emilia-Romagna and funded by Fondimpresa, on the strategic role of the training schemes for the digitalization of business processes (Industry 4.0) and innovation.

**Jul 2018 – Dec 2018 Consultant - ESF programme management, control and verifications**

**ERVET Spa – Emilia-Romagna Region, Bologna, Italy**

- Accounting audits for the real and standard cost accounting of accredited beneficiary bodies.
- Checks for reimbursement applications of ESF and Youth Guarantee operations.
- Check applications for payment of the balance of the FSE programme operations.
- Technical assistance of administrative control for non-standard activities agreed with the client.

**Jan 2018 – Oct 2018 Project Management Consultant**

**LEL Research Center Catholic University, Italy**

- Support to empowerment activities for strengthening its territorial competitiveness as touristic destination of the targeted local system in the Emilia-Romagna region. Support to delivery of workshops, focus groups and the final conference to the target groups.
- Design and delivery of surveys; data collection and analysis; update of knowledge databases and information systems, benchmarking and reporting.

**May 2017 – Jun 2017 Project Manager**

**Gamco Srl - Processing metal products laser cutting, Italy**

- Executive support to the management of B2B orders; planning of details in term of scope, time, resources and budget for the orders; monitoring and control: tracking on the progress of the planned work, order activity and cost reporting.

**Dec 2014 – Dec 2016 Service staff**

**TimeCrew GmbH, Berlin, Germany**

- Responsible for daily operative tasks in the Tourism and Hotellerie sector and delivering operative service for events organisation and delivery for international Fairs, MNEs (Manufacturing and Services) and embassys.

**Apr 2014 – Dec 2016 Freelance Project Consultant, Berlin, Germany**

- Development Initiative for the engagement on the sustainable and responsible entrepreneurship.
- Contact development with SMEs entrepreneurs, professionals/practitioners, associations in the Berlin area, Germany, in the Emilia-Romagna region, Italy as well as project partners from strategic regions.
- Building relationships with potential partner organisations and understand their challenges and opportunities with focus on sustainability issues, financing tools, capacity building and European cooperation project development. Research and reporting.

**2008 – 2009**

**Junior Project Manager**

**Danube Association for EU training and RTD, Vienna, Austria**

- Responsible for the life-cycle management of training and development programmes from initial client consultation through to successful delivery.
- Implementing and monitoring key performance indicators and financial metrics to ensure each project runs to plan and to control operating costs.
- Advising students across Vienna on work placements and life-long training programmes with European companies and organisations.
- Assisting with the development of competitive tender proposals to secure new business as well as the preparation of training materials and ad hoc administrative tasks. Responsible for delivering comprehensive assistance to the Managing Director to facilitate in the smooth running of the business.

**Jan – Dec 2007**

**Junior Project Manager**

**ProMo Local Development Agency, Modena, Italy**

- Accountable for the development of innovative and engaging marketing campaigns to successfully promote the business and its services with targeted organisations.
- Forecasting and controlling resource and budgetary requirements for the campaign, delivering pertinent progress reports to the senior management team.
- Acting as first point of contact for potential client requests, delivering expert advice and guidance on a wide range of available services including Marketing Strategy Development, Surveys on Skills and Training Needs and Environmental Certification for SMEs.

**Nov 2004 – Jan 2005 Trainee – EU Project Manager**

**& Jan – Feb 2004 Europa Office – Internal Audit Services, Municipality of Reggio Emilia, Italy**

- Facilitating in the design and management of EU projects focussed on Information Technology, Environment and Youth and Culture.

**Mar – Oct 2004**

**Intern – EU Project Manager**

**Local Development Agency Pillerseetal, Austria**

- Managing the development of Community Initiative Programmes and Training Programmes in line with EC Directives.

## Key I.T. skills

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- Microsoft Office Packages
- Internet & Email Applications
- Web 2.0 (CMS)

## Languages

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- English – Fluent
- Italian – Mother Tongue
- German – Advanced

## Personal details Interests and activities

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**Health:** Excellent; non-smoker  
**Driving Licence:** Full  
**Currently include:** Sports, cooking and travel

**References are available on request**

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