

**FORMATO EUROPEO  
PER IL CURRICULUM  
VITAE**



**ERICA TORTI**

**WORK EXPERIENCE**

- Date (from – to)* **1° June 2024 – present**
- Name and address of employer* **Fondazione Regionale per la Ricerca Biomedica**  
Piazza Città di Lombardia 1, 20124 Milan, Italy
- Type of employment* **Regional Projects Manager – Permanent contract**
- Main responsibilities* Support in preparing the administrative and scientific content of the regional Calls for Proposals; preparation of administrative reporting guidelines; support to researchers and Host Institutions in submitting projects in response to FRRB's Calls for Proposals; collection of submitted Project Proposals; analysis of formal requirements for eligibility for funding; management of relations with grantees to ensure compliance with rules and procedures contained in the Call for Proposals; analysis of budgets contained in grant-eligible applications; preparation of Agreements with Host Institutions; support to Host Institutions in the management of active projects; monitoring and analysis of financial reports submitted periodically by Host Institutions.
- Date (from – to)* **31 December 2023 – 31 May 2024**
- Name and address of employer* **Fondazione Regionale per la Ricerca Biomedica**  
Piazza Città di Lombardia 1, 20124 Milan, Italy
- Type of employment* **Junior Project Officer – Permanent contract**
- Main responsibilities* Support in preparing Calls for Proposals and application forms, the latest with regard to administrative reporting; support to researchers and Host Institutions in submitting projects to regional and European Calls promoted by FRRB; support in managing the relations with researchers and Host Institutions of funded projects; assistance in verifying financial reports required by FRRB; support in managing and monitoring the project budget and preparation of decrees; support in organising events related to Calls.
- Date (from – to)* **1° September 2023 – 07 December 2023**
- Name and address of employer* **Department of Civil Engineering and Architecture– University of Pavia**  
Via Ferrata 3, 27100 Pavia, Italy
- Type of employment* **Assistant Project Manager – ERC Starting Grant CoDe4Bio – Consultant Contract**
- Main responsibilities* Managing the media resources of CoDe4Bio Project (website, social media); organizing scientific events within the project (workshops, seminars); supporting the Principal Investigator and the research team in monitoring scientific activities, in managing financial reporting and data and metadata; liaison with the University Administration regarding technical activities, scientific and financial reporting; monitoring achievements through specific KPI.
- Date (from – to)* **1° September 2022 – 31 August 2023**
- Name and address of employer* **Centro di Ricerca sui Sistemi Elettronici per l'Ingegneria dell'Informazione e delle Telecomunicazioni "Ercole De Castro" (ARCES) – Alma Mater Studiorum – University of Bologna**  
Via Toffano 2/2, 40125 Bologna, Italy
- Type of employment* **Consultant Contract**
- Main responsibilities* Supporting dissemination and fund raising activities for the research group on "Inverse Problems in Imaging"; organizing an event at the Academy of Sciences and collecting presentations for publication of the proceedings; updating the research group's website; organizing participation in conferences and other events for dissemination of research results; analyzing opportunities for participation in competitive research calls and coordinating the submission of project proposals.

<p><i>Date (from – to)</i></p> <p><i>Name and address of employer</i></p> <p><i>Type of employment</i></p> <p><i>Main responsibilities</i></p>	<p><b>1° May 2021-30 April 2022</b></p> <p><b>Confindustria Lombardia</b> Via Pantano 9, 20122 Milan, Italy</p> <p><b>Project Officer – Enterprise Europe Network Project – Fixed term contract</b></p> <p>Planning and implementation of internationalization and communication activities. Supporting Italian companies in accessing international markets and business opportunities; searching the partnering tools to find profiles that suit clients' needs and creating expressions of interest on their behalf; drafting of high-quality partnering profiles; active dissemination of profiles entered by other Network partners; assistance and advice in concluding transnational partnership agreements and follow-up of the partnering process; co-organisation of transnational brokerage and matchmaking events for companies; providing advice on the types of EU funding and other sources of finance; drafting, editing and disseminating Enterprise Europe Network monthly newsletter; managing Enterprise Europe Network LinkedIn Page (drafting and publishing posts using Canvas).</p>
<p><i>Date (from – to)</i></p> <p><i>Name and address of employer</i></p> <p><i>Type of employment</i></p> <p><i>Main responsibilities</i></p>	<p><b>1° June 2020-30 April 2021</b></p> <p><b>Confindustria Lombardia</b> Via Pantano 9, 20122 Milano, Italia</p> <p><b>Project Manager – Interreg Alpine Space AlpLinkBioEco Project– Fixed term contract</b></p> <p>Project Manager: Definition, organization, and implementation of all activities (writing papers, monitoring budget, drafting periodic technical reports for the Granting Authority). Project Communication Manager: Definition, implementation, management, and coordination of all Project's communication activities; management and update of Project website and social media (LinkedIn page; YouTube Channel) with news, documents, posts and videos; editing the final publication "Creating Biobased Value in the Alpine Space"; organisation of the final event (virtual).</p>
<p><i>Date (from – to)</i></p> <p><i>Name and address of employer</i></p> <p><i>Type of employment</i></p> <p><i>Main responsibilities</i></p>	<p><b>1° December 2019-31 May 2020</b></p> <p><b>Confindustria Lombardia</b> Via Pantano 9, 20122 Milan, Italy</p> <p><b>Intern - Internationalization, Clusters and Enterprise Europe Network Departments – Internship Contract</b></p> <p>Supporting in organizing incoming and outgoing B2B meetings; supporting in managing and reporting activities regarding the European Enterprise Europe Network Project; monitoring and data analysis activities of both European (LIFE Programs, HORIZON 2020, COSME, EIC Accelerator, EIC Pathfinder Pilot) and regional Calls (Fashiontech Call, Call Hub for Research and Innovation); monitoring and analyzing decrees and resolutions of the Lombardy Region; writing news about internationalization and Clusters for the Association's website; drafting and disseminating newsletters using Mailchimp; attending institutional meetings when requested.</p>
<p><i>Date (from – to)</i></p> <p><i>Name and address of employer</i></p> <p><i>Type of employment</i></p> <p><i>Main responsibilities</i></p>	<p><b>1° July 2017 – 30 November 2019</b></p> <p><b>Honorary Consulate General of Ireland</b> Corso di Porta Vittoria 18, 20122 Milan, Italy</p> <p><b>Consular Assistant – Consultant</b></p> <p>Irish citizens customer care management: process passport applications, foreign birth registrations and free marriage certificate applications; assist Irish citizens in distress; maintain liaison with the Irish Embassy in Rome and the Department of Foreign Affairs in Ireland. Visa customer care management: greet Visa applicants; provide general information; process Visa applications; maintain liaison with the Irish Embassy in Rome.</p>
<p><i>Date (from – to)</i></p> <p><i>Name and address of employer</i></p> <p><i>Type of employment</i></p> <p><i>Main responsibilities</i></p>	<p><b>1° February 2017-30 June 2017</b></p> <p><b>Honorary Consulate General of Ireland</b> Corso di Porta Vittoria 18, 20122 Milan, Italy</p> <p><b>Intern – Internship Contract</b></p> <p>Irish citizens customer care management: process passport applications, foreign birth registrations and free marriage certificate applications; assist Irish citizens in distress; maintain liaison with the Irish Embassy in Rome and the Department of Foreign Affairs in Ireland. Visa customer care management: greet Visa applicants; provide general information; process Visa applications; maintain liaison with the Irish Embassy in Rome.</p>

## EDUCATION

*Date (from – to)* **4 July 2022- 8 July 2022**  
*Qualification* **Online Course – Managing European Projects**  
*Name and type of educational or training institution* **Venice International University**  
*Main subjects* Module 1 - Strategic project management; Module 2 - Ongoing project monitoring and evaluation; Module 3 - Budget management and reporting; Module 4 - Communication.

*Date (from – to)* **September 2015-December 2017**  
*Qualification* **Master's Degree in International Relations (110/110 cum laude)**  
*Name and type of educational or training institution* **University of Milan – Faculty of Political, Economic and Social Sciences**  
*Main subjects* Main subjects: Foreign Policy Analysis; Advanced English; International Law of Armed Conflict; Private International Law; Diplomatic and Consular Law; Computer Skills: Advanced; International Monetary Economics.  
  
Dissertation topic: *Adaptation to climate change in International Environmental Law and International Disaster Law.*

*Date (from – to)* **September 2012 – July 2015**  
*Qualification* **Bachelor's Degree in International Sciences and European Institutions (105/110)**  
*Name and type of educational or training institution* **University of Milan – Faculty of Political, Economic and Social Sciences**  
*Main subjects* Main subjects: Economics; European Union Law; International Economics; English; International Relations; International Organization; International Law; Computer Skills: Basic.  
  
Dissertation topic: *Secessionism and the European Union: The Scottish case.*

*Date (from – to)* **September 2003 – June 2008**  
*Qualification* **High School Diploma**  
*Name and type of educational or training institution* **Liceo Ginnasio Statale Alessandro Manzoni**

## PERSONAL SKILLS

MOTHER TONGUE LANGUAGE **ITALIAN**

OTHER LANGUAGES **ENGLISH (CERTIFICATE ON ADVANCED ENGLISH- C2 LEVEL - SCORE:201/210)**

**Reading Skills**  
Excellent

**Writing Skills**  
Excellent

**Listening and speaking skills**  
Excellent

**INTERPERSONAL SKILLS** Very good interpersonal skills due to my work experiences in heterogeneous contexts, thanks to which I have had the opportunity to interact and collaborate fruitfully with diverse institutional stakeholders, such as Embassies, Ministries, Regions, Trade Associations, and Clusters, and with people with backgrounds different from my own.

**ORGANIZATIONAL SKILLS** Very good communication, organizational and management skills due to my work experiences.

**TECHNICAL SKILLS** Excellent command of Office Suite: word processor, spreadsheet, presentation software and Outlook. Basic mastery of Wordpress, LATEX, Google Sites. Advanced knowledge of MS Windows and MacOS operating systems.

I hereby authorize the processing of my personal data in accordance with Legislative Decree 196 of June 30, 2003 and Art. 13 GDPR.