



SOFIA BERTONCINI

ABOUT ME

Ambitious and eager to keep evolving and improving, I constantly invest in myself to acquire new knowledge and experiences.

PROFESSIONAL EXPERIENCE

Project Management Trainee Consultant - EU/National Call&Tenders

SINLOC - Sistema Iniziative Locali S.p.A. | April 2024 - October 2024

National Scope:

- Identifying tender notices
- Analysing technical and financial requirements to participate in several national tenders
- Drafting routine correspondence, memos, and minutes, editing and formatting sensitive administrative documents
- Facilitating coordination among PMs in relation to the necessary technical documentation
- Planning and drafting of documentation for participating in Temporary Groupings of Companies (ATI), for subcontracts, and in case of reliance
- Facilitating the drafting of administrative and financial documents up to contract finalization, including requests for final guarantees.
- In-depth knowledge of major online platforms for electronic tenders and vendor list registrations
- Effectively engaging with with Public Administrations and trade associations
- In - depth knowledge of Pipedrive, Sharepoint, Ramanet, Office 365, Teams

International Scope:

- Outreaching and engaging with consortium partners
- Identifying calls to support the projects
- Planning and managing budget
- Supporting the planning and drafting the projects' structure
- Facilitating collaboration among internal and external stakeholders

Project Management

Internship | Protection4Kids | November 2023 - February 2024

- Supporting the planning and implementation of child protection projects
- Maintaining and monitoring project documents
- Drafting reports for external stakeholders, ensuring transparency in project progress Providing key administrative assistance to project managers, including scheduling correspondence to facilitate cooperation
- Supporting the organization of fundraising and awareness live events
- Desk researching and monitoring of organizations focused on humanitarian protection in emergency contexts, governments and donors
- Supporting the drafting and research of regional grant proposals

CONTACT



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PROFESSIONAL SKILLS

- Team building and Teamwork
- Very adaptable to multicultural environment
- Analytic skills
- Organized and stress-resilient
- Strong interpersonal skills
- Communication and diplomatic skills
- Practical and problem-solver
- Excellent drafting and digital skills

LANGUAGES

- Italian - Mother tongue
- English - Advanced C1
- Spanish - Advanced C1
- French - Intermediate B2

COMPUTER SKILLS

- Office package – Advanced
- Excel – Intermediate
- OperaEvo – Intermediate
- Stata Software - Basic

CERTIFICATIONS

- C1 English level – IELTS
- LIFE Leadership Training - CIMBA ITALY

Project Management and Research assistant

Internship | Associazione 21 luglio, Roma | February 2022 - June 2022

Collaborated in the following projects:

- Salone's Roma Camp Project - mapping of refugees' needs and managing risk to create a report to find alternative solutions to the camp; interviewing, assessing vulnerability and providing humanitarian assistance to refugees; identifying persons with specific protection needs, assessing vulnerabilities, mapping of services and development of referral mechanisms, identifying cases for resettlement, protection monitoring, data collecting and analysis for the drafting of reports
- Human Library, a workshop for women victims of sexual and racial discrimination in the field of Gender Based violence - promoting awareness and empowerment through the presentation of involved women's personal history through a public interactive initiative

ACADEMIC BACKGROUND

COOPI - School of International Cooperation

FINANCIAL OFFICER COURSE | October 2024 - December 2024

- General accounting principles, The landscape of International Cooperation and its actors in development and emergency projects, Tools, procedures, and administrative management of projects: contract, budget, financial management, project administrative monitoring, and procedures of major international donors, Basic elements of logistics

University La Sapienza

MASTER'S DEGREE IN INTERNATIONAL DEVELOPMENT AND COOPERATION | 2021 - 2023

- Sustainable Development, Policy Formulation, Research and Analysis, Human Rights and Human Development
- Final Thesis - 'Unveiling Hezbollah: Exploring the Evolution, Impact, and Dynamics of a Complex Political and Social Force in Lebanon and in the Middle East'

University of Padua

BACHELOR DEGREE IN INTERNATIONAL RELATIONS AND HUMAN RIGHTS | 2018 - 2021

- International Protection of Human Rights, Economic Development, International Relations, Public Policies

University Saint Joseph of Beirut

ERASMUS + EXTRA MUNDI | MIDDLE EAST AND ETHIC CONFLICT STUDIES | 2023

- Ethnic and Religious Diversity, Conflict Resolution and Peacebuilding, International Relations and Diplomacy, Contemporary Middle Eastern Issues, Migration and Refugee Studies
- Research thesis