



Europass Curriculum Vitae

Personal information

First name / Surname

Rosanna Colella

Address

2, Rue de la Grande Île, 1000, Bruxelles, Belgium

Telephone(s)

Mobile: +39 3891757161

+32 465783552

Fax(es)

00390825968309

E-mail

rosannaco@hotmail.it

Nationality

Italian

Date of birth

07/04/1983

Gender

Female

Work experience

Dates

06/2014 - Present

Occupation or position held

Project Officer Assistant/Grant Writer

Main activities and responsibilities

Monitoring the EU and the International funding opportunities and policies - Analysis of calls for proposals - Research for partners - Writing project proposals- Preparing project budgets - Assistance in drafting and finalising documents relevant to the firm's activities (i.e. minutes, assessments, communications to the general public) - Assistance in setting up meetings and conference calls - Open source research for documents and publications useful for the firm's activities - General administrative tasks

Name and address of employer

Ars Progetti s.p.a. (Environment, Resource and Development),
73, rue Potagère, 1210 Brussels - Belgium

Type of business or sector

Consultancy Firm

Dates

04/2014 – 06/2014

Occupation or position held

Freelance Translator

Main activities and responsibilities

Translating the user interface of an open-source software from English to Swahili

Name and address of employer

Informatici Senza Frontiere ONLUS, Via Fonderia, 47/a – 31100 – Treviso

Type of business or sector

Non-profit sector

Dates

09/2013- 06/2014

Occupation or position held

Interpreter/translator

Main activities and responsibilities

Liaising interpretation and translation of legal documents from Swahili to Italian and vice versa, as well as Swahili to English and vice versa.

Name and address of employer

The Public Prosecutor's Office, Via Guglielmo San Felice, Napoli

Type of business or sector Public Administration

Dates 02/2012 – 02/2013

Occupation or position held Training facilitator and Project Coordinator

Main activities and responsibilities Organizing and coordinating trainings and workshops on women's and children's rights, family planning, sexual and reproductive health, HIV/AIDS prevention - Preparation of meetings with relevant stakeholders; taking minutes - Community based assessment and engagement in discussions with project stakeholders - Undertaking and Documenting Impact Analysis of workshops/trainings - Drafting project reports

Name and address of employer Duty Station: Bagamoyo, Tanzania
CVM – Comunità Volontari per il Mondo – via Regioni 4, Porto S.Giorgio, Fermo

Type of business or sector Non-profit sector

Dates 05/2011- 08/2011

Occupation or position held Humanitarian Aid Worker

Main activities and responsibilities Monitoring and evaluating of a micro-credit project involving fifteen groups of women - Contributing to the development of networking with relevant stakeholders (civil society, local authorities, NGOs, private enterprises) - Assisting in the design and the delivery of trainings on small-scale entrepreneurship and revolving fund - Promoting the activities and the initiatives of the NGO through social media platforms and updating of the web-site - Translation and Linguistic Mediation from English to Swahili and vice versa

Name and address of employer Duty Station: Mafia Island, Tanzania
Karibuni Onlus, via Fogliano 3 00199, Roma

Type of business or sector Non- profit sector

Dates 02/2011- 04/2011

Occupation or position held Intern

Main activities and responsibilities Working at the help-desk for refugees and asylum seekers - Undertaking surveys and analysis on migration and development cooperation - Participating in the implementation of social and cultural events, awareness campaigns and fund-raising activities

Name and address of employer L.E.S.S. Onlus, Piazza Santa Maria la Nova 43, 80134 Napoli

Type of business or sector Non-profit sector

Dates 09/2010-12/2010

Occupation or position held Intern

Main activities and responsibilities Assisting the Consular Attaché in the process of issuance of visas - Rating and analysis of submitted documentation for visa application and the wider issues related to the Schengen rules – Entering data in institutional databases. Assisting in the communication with governmental bodies and the general public - Working at the Visa front desk - Linguistic Mediation from English to Swahili and vice versa, as well as from English to Italian and vice versa

Name and address of employer Italian Embassy in Dar es Salaam, 316, Lugalo Road Upanga, P.O.Box 2106, Dar es Salaam
Tanzania

Type of business or sector Consular Chancery

Education and training

Dates 04/2014 – 06/2014

Title of qualification awarded	Master in EU Project Planning and Management
Principal subjects/occupational skills covered	Analysis of European funding opportunities - Development of effective project ideas -Creation of appropriate transnational project partnership - Filling in the Application Form for the submission of a European Project - Planning of project budget - Project self-assessment - The project evaluation process – Project Cycle Management (PCM) - Communication and leadership - Dissemination, exploitation and sustainability - Creation and delivery of project reports for the European Commission
Name and type of organisation providing education and training	Essenia UETP (University and Enterprise Training Partnership) – Training Institute
Dates	03/08/2013 – 10/08/2013
Title of qualification awarded	Certificate of Attendance – African Summer School “Business Incubator 4 Africa”
Principal subjects/occupational skills covered	Strategizing on a new and updated notion of Africa as an extremely and potentially rich continent from an economic and commercial point of view - Acquisition of skills and knowledge through workshops and evidences, useful for the preparation of business projects to be implemented in African countries - Inclusive business - Preparation of a business plan
Name and type of organisation providing education and training	Associazione Culturale “Africasfriends” NGO
Dates	09/2006-03/2010
Title of qualification awarded	Master's degree in “Lingue e culture dell'Asia e dell'Africa” – 110/110 cum laude
Principal subjects/occupational skills covered	History and institutions of Sub-Saharan Africa; languages and literatures; economics; geography; anthropology; philosophy; linguistic mediation (English, Kiswahili); development cooperation.
Name and type of organisation providing education and training	Università degli Studi di Napoli “L’Orientale”
Level in national or international classification	ISCED 5A
Dates	09/2002-04/2006
Title of qualification awarded	Bachelor's degree in “Lingue e culture dell'Asia e dell'Africa ” – 110/110 cum laude
Principal subjects/occupational skills covered	Languages, linguistics and literatures (English, Kiswahili, Arabic); economics; geography; anthropology; political and social aspects of East Africa
Name and type of organisation providing education and training	Università degli Studi di Napoli “L’Orientale”
Level in national or international classification	ISCED 5A
Dates	09/1997-07/2002
Title of qualification awarded	Secondary school diploma in foreign languages – 100/100
Principal subjects/occupational skills covered	Italian language and literature; foreign languages and literatures (English, German, French); maths; physics; chemistry; biology; law and economics; history; geography; philosophy; history of arts.
Name and type of organisation providing education and training	Liceo polivalente “P.E. Imbriani”, via Bacchanico, Avellino
Level in national or international classification	ISCED 3A

Personal skills and competences

Mother tongue(s)

Italian

Other language(s)
Self-assessment
European level (*)

	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
English	C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user
Kiswahili	C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user
French	B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user
Arabic	A1	Basic user	A2	Basic user	A1	Basic user	A1	Basic user	A1	Basic user
German	A1	Basic user	A2	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Interaction with people of different cultures and nationalities as well as people from different socio-cultural and socio-economic circumstances. Communication skills (trained to work as a trainer and facilitator).

Organisational skills and competences

Ability to work independently and as part of a team. Capacity to work under pressure, acquired through previous working experiences where punctuality and respect of deadlines were essential requirements.

Computer skills and competences

Good command of the Internet and Microsoft Office tools (Word, Excel, Power Point).
Good knowledge of Adobe InDesign.

Driving licence

Driving licence B