



Gemma Boscaro

FUNDRAISER

SOFT SKILLS

- Strong verbal and written communication skills
- Decision-making
- Management skills
- Teamwork
- Commitment

DIGITAL SKILLS

- Microsoft Office: Word, Excel, PowerPoint
- Canva Editor
- Web-based communications
- Research
- Outlook
- Social Media
- Erp

LANGUAGES

- Italian C2
- English C1
- Spanish C1
- French A2

VOLUNTEERING

- Teaching driving license to migrant people, Rome, Italy, 2016-2018
- Kindergarten teacher, Cape Town, South Africa, 2019.
- Food delivery to people in need; Spanish teaching classes to teenagers, Burgos, Spain, 2021-2022.

DRIVING LICENCE

- B1

EDUCATION HISTORY

Master's in Social Science - Culture, Organization, and Management

Sep 2020- Jan 2022

Vrije University Amsterdam

Master's in Inclusion of Asylum Seekers and Refugees

Mar 2020-Mar 2021

Università degli Studi di Roma Tre

Degree in Political Science and International Relation

Oct 2014 - Jul 2018

Università degli Studi di Roma Tre

WORK EXPERIENCE

FUNDRAISER

CMCC, Milano, Italy

Apr 2023 - current

- monitoring, scouting, and analysing funding opportunities for climate-related research activities at national, European, and international levels;
- contributing to the preparation of the grant proposals (administrative and financial contents and other general contents);
- supporting the negotiation of the contracts with the financing bodies and liaising with CMCC researchers, consortium partners, funding authorities, and other CMCC departments for what concerns the administrative & legal requirements
- contribute to internal reports derived from the above work, and present those at CMCC workshops, meetings, and internal training sessions.

PROJECT AND FINANCIAL MANAGER

FISPMED Onlus, Venice, Italy

PART-TIME Jan 2023 - Mar 2023

- Drafting projects and agreements with several international partners
- Relations with Parliamentary Mediterranean and Black Sea Assemblies
- Administrative, financial, and accounting support to all departments

ADMINISTRATIVE & FINANCIAL MANAGER

IFOM / YouNet, Bologna, Italy

Nov 2022 - Jan 2023

- Drafting of budgets and reports to the European Commission & National Agency
- Administrative, financial, and accounting support to all departments

ADMINISTRATIVE ASSISTANT IN EUROPEAN PROJECTS AND ASSISTANT CASE WORKER ASYLUM SEEKERS AND REFUGEES

Community Action Dacorum, UK

May 2022 - Nov 2022

- Management of European projects and Youth Exchanges.
- Work at the Interpreting department with activities including update of database and interpreting course
- Organizing activities for two main local groups of political refugees

ADMINISTRATIVE & FINANCIAL OFFICER

Burgos Acoge, Spain

July 2021 - Apr 2022

- Providing administrative support to the employees and people reaching the association, immigrants and political asylum seekers.
- Preparing regular expenses and budgets reports for the Ministry of Internal Affairs.

ADMINISTRATIVE ASSISTANT IN PROJECTS OF INTERNATIONAL COOPERATION

Amycos NGDO, Spain

July 2021 - Apr 2022

- Record of the activities and improvements happening in Bolivia and Nicaragua.
- Activities of sensibilization in the territory, in schools and public spaces.

SPORTS OFFICER

Jan 2018 - Jul 2018

Sport Office - Università degli Studi di Roma Tre, Italy

- Planning and organizing different sports events and competitions for the students

SUBTITLES SUPERVISOR - VENICE FILM FESTIVAL

Sub-ita, Italy

Sep 2019 - Sep 2020

- Responsible for quality control of materials and providing English and Italian subtitles in foreign movies.

PRESIDENT OF THE ELECTORAL OFFICE

Republic of Italy

March 2018

- Ensuring that the conduct of the elections was in accordance with the law and coordinating the work team