

GINEVRA MOLINELLI

WORK EXPERIENCE

- CMCC Foundation-Euro-Mediterranean Center on Climate Change** Milan, Italy
Junior Scientific Manager/Fund Raiser June 2024-ongoing
- Monitor and scout funding opportunities for climate research activities at national, European and international levels.
 - Analyze call eligibility conditions, financial and administrative rules and analyze/edit administrative, financial and legal documentation of selected calls.
 - Contribute to the preparation of grant proposals - administrative, financial and other general content.
 - Monitor CMCC proposals within CMCC's internal monitoring system.
 - Liaise with researchers and partners to gather data and input needed for proposal writing and submission.
 - Support in negotiating contracts with funding agencies.
 - Liaise with CMCC researchers, consortium partners, funding authorities, and other CMCC departments regarding administrative and legal requirements
 - Support for any other tasks and activities related to the FR unit, as required (e.g., helping to write internal reports arising from the work described above and presenting them at CMCC workshops, meetings, and internal CMCC training sessions)

- Lattanzio KIBS Benefit Corporation** Milan, Italy
Junior Consultant April 2023 -January 2024
- Oversaw multiple bid processes (public tenders published by UN/EU bodies, national cooperation agencies...) as bid manager within the International Cooperation and Development Business Unit, reporting directly to the Business Unit Manager.
 - Ensured adherence to specific procedures and coordination with administrative offices for accurate documentation and submission procedures.
 - Supervised interns, delegated tasks, and drafted requests for clarification to ensure understanding of client expectations.
 - Drafted sections of technical offers using persuasive written communication (Understanding of the terms of reference, methodology, organization, GANNT charts and related work plans...)
 - Prepared budget data for economic offers.
 - Collaborated in selecting bids to participate in according to the company's area of expertise, leveraging industry knowledge to strategically align with suitable opportunities.
 - Wrote all offers in English or French and actively participated in meetings with stakeholders held in those languages.
 - Co-wrote a successful technical offer, resulting in the project being awarded to the Lattanzio Communication Business Unit, specifically for the Communication Strategy for the EU Delegation in Sierra Leone.
 - Assisted in defining the budget and drafting economic offers, encompassing both input-based and profit-based considerations.
 - Researched and created relationships with potential business partners to form consortia, bolstering our competitiveness in tender submissions.
 - Helped define the role of each consortium partner and assisted in writing pre-bid agreements to delineate shares and responsibilities among partners.
 - Conducted targeted searches for freelance experts (middle/senior and team leaders) aligned with client requirements outlined in terms of reference.
 - Used recruitment platforms such as the company's database, DevelopmentAid, other sector-specific portals, and LinkedIn Recruiter, employing Boolean search techniques and effective keywords.
 - Negotiated with candidates on working days, salary, and allowances to ensure the selection of high-profile resources while maintaining competitive economic offers.
 - Conducted meticulous assessments of candidate qualifications and contacted previous employers via email for reference checks.
 - Provided feedback emails to non-selected candidates, ensuring professionalism and transparency throughout the recruitment process.

Under the supervision of the Project Manager, I provided support for ongoing projects as needed. Specifically, for a training project at the Ministry of Education in South Sudan (UNICEF):

- Generated detailed reports, including training reports and final project reports.
- Analyzed satisfaction survey data and created graphs to effectively illustrate participant feedback.
- Developed and delivered PowerPoint presentations in accordance with company guidelines.
- Assisted participants via email, facilitating access to the training platform and certificate downloads.
- Supported administrative tasks, including management control activities.

- Lattanzio KIBS Benefit Corporation** Milan, Italy
Consulting Intern October 2022 - March 2023

Under the supervision of the bid manager, I:

- Gained a comprehensive understanding of international cooperation and development sectors and of the company's areas of expertise.
- Collaborated on the preparation of technical proposals by conducting research to gather foundational information about the country, risks and assumptions, and writing specific sections.
- Effectively showcased the company's qualifications for each offer by adapting the company description included in the technical proposals. This involved selecting the most relevant project references and tailoring them to highlight key aspects for the client's consideration.

- Conducted research to identify freelance experts, tailored their CVs, and crafted compelling paragraphs to enhance the profiles of candidates.

Furthermore, under the supervision of the Project Manager, I:

- Provided support for ongoing projects by assisting with various tasks and initiatives as needed. This included tasks such as compiling project reports, creating PowerPoint presentations, performing data entry, proofreading documents, and providing email support to project beneficiaries.

Emergency NGO

Intern in Corporate Fundraising

Milan, Italy
September 2020 - November 2020

- Implementation of the fundraising plan for the project "Nobody Excluded", in response to the COVID-19 economic crisis, and update of the Excel database of the participating companies.

OCCAM – Observatory for Cultural and Audiovisual Communication

Intern at the Secretariat

Milan, Italy
July 2019 - October 2019

- Telephone and e-mail communications with United Nations collaborators and institutions
- Preparation of presentations, reports, and graphic material
- Research on the themes of the Observatory and ongoing project
- Translation of documents in English – French – Italian
- Organization of events (XXII Euro-Mediterranean Conference on Cinema)

EDUCATION

DOUBLE DEGREE

Bocconi University

Master of Science in Economics and management of government and international organisations Voto: 110

Thesis: the impact of the Global Gag Rule on Sexual and Reproductive Health and Rights in United States' Global Health Assistance recipient countries: a scoping review

Milan, Italy
September 2020 -
March 2023

Sciences Po

Master of Arts in International Development, Major in Global Health

Paris, France
September 2021 - March 2023

Bocconi University

Bachelor of Science in International Politics and Government Voto: 109

Thesis: The political framework of the United States' plan "Peace to Prosperity: A Vision to Improve the Lives of the Palestinian and Israeli People".

Milan, Italy
September 2017 - July
2020

Sciences Po

Erasmus Programme

Certificate in International Affairs and Strategy

Reims, France
January 2020 - May 2020

ISPI - Institute for international political studies

Short course in Humanitarian Protection

Milan, Italy
March 2019

LANGUAGE SKILLS

Italian: Native speaker

English: C1 (IELTS Academic band 8)

French: B2

IT SKILLS

Proficient in using Microsoft Office programs (Word, Excel, PowerPoint, Publisher, Outlook)

ECDL core certification

Data analysis and data visualization with Stata

EXTRACURRICULAR EXPERIENCES

- Took part in the "Making Sense of Profit" project with Bocconi and Emergency NGO, focusing on developing a fundraising strategy for Emergency. (2020)
- Attended ISPI MED - Mediterranean Dialogues conference as a selected participant by ISPI. (2019)
- Contributed as a columnist for SEG - Shipping, Energy, and Geopolitics student association. (2019)
- Took part in a Model WTO simulation in St. Gallen, Switzerland. (2019)
- Participated in an international civil service program in Poland, volunteering at a camp for young people with drug/alcohol addiction issues. (2015)