



Maria Elena Cenci

Date of birth: 24/02/1985 | Nationality: Italian | Sex: Female | Address: Italy (Home)

WORK EXPERIENCE

EURO-MEDITERRANEAN CENTER ON CLIMATE CHANGE

SENIOR SCIENTIFIC MANAGER - FUND RAISING OFFICE – 05/2025 – CURRENT

- identify and prioritise high-value funding opportunities from international, European, national and private sources, in line with the CMCC mission
- lead the preparation, submission and negotiation of complex funding applications
- liaise with funding agencies, partners and stakeholders
- supervise the compliance and eligibility of funding according to funding agencies criteria and CMCC internal rules
- support the negotiation of contracts with funding bodies and act as a liaison between CMCC researchers, consortium partners, funding authorities and other CMCC departments with regard to administrative and legal requirements
- provide mentorship and training to junior staff and researchers on funding strategies
- contribute to the strategic planning of CMCC Fundraising activities

TRANSCRIME: RESEARCH CENTRE ON INNOVATION AND CRIME OF THE UNIVERSITÀ CATTOLICA DEL SACRO CUORE – MILAN, ITALY

PROJECT AND GRANT OFFICER – 01/2012 – 05/2025

12 years experience in the financial and administrative coordination of national and international projects funded by public and private entities, with a specific focus on European Commission funded programmes (among others Internal Security Fund, Horizon 2020, Horizon Europe)

Coordination of national and international stakeholders involved as partners in projects led by Transcrime

Planning and monitoring the efforts required for the different activities

Drawing up preliminary budget of project proposals for forecast expenditures definition

Monitoring the grant expenditures of projects, the overall budget implementation and the compliance with the funding institution's procedures and guidelines

Support in preparing periodically substantive and financial reports required by funding entities

Assist the research team in the day-by-day activities by providing administrative and technical support

Liaise with all parties involved during project implementation (among others, funding entities, external auditors, project partners)

CRIME&TECH SRL - SPIN-OFF COMPANY OF THE UNIVERSITÀ CATTOLICA DEL SACRO CUORE - TRANSCRIME – MILAN, ITALY

PROJECT AND ADMINISTRATIVE OFFICER – 01/11/2016 – 06/2025

Financial and administrative coordination of national and international projects.

Responsibilities on internal administrative and financial processes (e.g. HR, back office):

- Overall treasury and cash flows management responsible
- Invoicing process
- Suppliers management: supplier network definition and management, general support to suppliers
- Clients management: contracts terms and conditions definition, general post sales support

UNITED NATIONS OFFICE ON DRUGS AND CRIME – VIENNA, AUSTRIA

INTERN IN THE STATISTIC AND SURVEYS SECTION – 14/03/2011 – 07/06/2011

Assisting the unit in the collection of data from a variety of sources to carry out research on crime. Involvement in activities of data entry and data analysis aimed at crime statistics.

AMNESTY INTERNATIONAL – MILAN, ITALY

Working with Human Rights Education Team. Responsible for the organization of events and lectures on human rights issues aimed at spreading the culture of human rights.

● **EDUCATION AND TRAINING**

03/2010 – 01/2012

LL.M. MASTER PROGRAMME IN "INTERNATIONAL COOPERATION AGAINST TRANSNATIONAL FINANCIAL ORGANIZED CRIME" Università degli Studi di Teramo

Study of the illegal activities of organized crime and analysis of the contrast activities carried out by national and international organizations and institutions.

09/2007 – 12/2009

MASTER OF ARTS IN LINGUE, CULTURE E COMUNICAZIONE INTERNAZIONALE Università degli Studi di Milano

English Language and Culture, German Language, International Human Rights Law, Cultural Anthropology, International relations. Participation in a 6 months Erasmus Program Scholarship in Osnabrueck, Germany (<http://www.uni-osnabrueck.de/>).

09/2004 – 12/2007

BACHELOR OF ARTS IN MEDIAZIONE LINGUISTICA E CULTURALE Università degli Studi di Milano

English Language and Culture, German Language, Sociological, Economic and Jurisprudential Studies

● **LANGUAGE SKILLS**

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C1
GERMAN	B1	B2	B2	B2	B2
SPANISH	C1	C1	C1	C1	B2
FRENCH	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

● **SKILLS**

Microsoft Word | Outlook | Microsoft Powerpoint | Microsoft Excel | Microsoft Office

● **ORGANISATIONAL SKILLS**

Organisational skills

Sense of organization and ability to prioritize and to work under pressure. Capacity to successfully work both individually and in team with a strong can-do attitude.