



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Cinzia CLEMENTE**
 E-mail cinzia.clemente@unipd.it
 Nationality Italian
 Gender female

Work Place Level EP1- Università degli Studi di Padova. Dipartimento di Matematica "Tullio Levi-Civita"

Work experience

Dates	February 2009 onwards
Occupation or position held	General Manager of one of University of Padua Department/Centre 2009-2015 at the Human Rights Centre - HRC 2015-onwards at the Department of Mathematics "Tullio Levi-Civita"- DM
Main activities and responsibilities	<ul style="list-style-type: none"> - Assistance to the Director and to the Governing Bodies - Financial and Logistic Management - Human Resources /Staff Coordinator - International projects administrative coordinator - PNRR Department projects coordinator - Equal Opportunities Referee for the Department of Mathematics - Assistant to the Editorial Staff of the University Quarterly Peace Human Rights and to the Italian Yearbook on Human Rights - Administrative Manager in several projects carried out in collaboration with the Council of Europe on Setting up a Network of European National Human Rights Structures, on Vulnerable Groups and on Roma Minors - Participation in various European and international projects as project staff - Responsible/Tutor of 3 national civil service volunteers working at the HRC
Name and address of employer	Università degli Studi di Padova
Type of business or sector	Civil Servant of a National University
Dates	2006 onwards
Occupation or position held	Electoral Observation Short Term Observer
Main activities and responsibilities	STO in Electoral Observation Missions in Bosnia&Herzegovina (2006) and in Russia (2013) for the Italian Ministry of Foreign Affairs
Name and address of employer	OSCE – ODIHR Warsaw – Italian Ministry of Foreign Affairs
Type of business or sector	Electoral Observation
Dates	March 2003 – February 2009
Occupation or position held	Assistant to the Director and International Programmes contact person
Main activities and responsibilities	<ul style="list-style-type: none"> - Accountancy and Assistant to the Administrative Responsible - Human Resources /Staff Coordinator - EU and National Projects activities organisation managing and reporting - Post Graduate Courses organisation (Joint Master Degree and Joint Phd) - Students Tutor - International Field Trips to Geneva organisation and tutorship - Assistant to Editorial Staff of the University Quarterly
Name and address of employer	Università degli Studi di Padova – Centro Interdipartimentale di ricerca e servizi sui diritti della persona e dei popoli (Human Rights Centre)
Type of business or sector	University Civil Servant – Professors and Students Assistance
Dates	March 1999 – March 2003
Occupation or position held	Projects Collaborator (co.co.co.)
Main activities and responsibilities	Assistant to Professor Antonio Papisca, Director of the European master's Degree in Human Rights and Democratization, Assistant to the E.MA International Governing Bodies, Field Trips in Bosnia&Herzegovina and Geneva organization and participation as tutor, Accountant, Students Tutor

Name and address of employer	Università degli Studi di Padova – Centro Interdipartimentale di ricerca e servizi sui diritti della persona e dei popoli (Human Rights Centre)
Type of business or sector	University Post Graduate Sector
Dates	August 1998- November 1998
Occupation or position held	Intern
Main activities and responsibilities	<ul style="list-style-type: none"> - Documentation on Cities best practices Collection - Contact with Nairobi Office - UNCHS Geneva Archive and Library digitizing
Name and address of employer	UNCHS - HABITAT, Geneva
Type of business or sector	International organisations Sector
Dates	October 1991 – January 1992
Occupation or position held	Civil Servant at the Museums and Libraries Direction
Main activities and responsibilities	<ul style="list-style-type: none"> - Accountancy - Protocol - Events Organisation - Secretary
Name and address of employer	Municipality of Padua
Type of business or sector	Local Authorities Sector

Education and training

*From 2004 to 2018 I attended several Training Courses organised by my University on Accountancy, Public Universities System, University Internationalisation, Transparency, Privacy and Intellectual property, HR management, Phd management, Public Tenders, European Projects drafting and management, anticorruption systems, individual and organisations empowerment, safety university system, i.e. **I will list hereby only the main and most significant ones***

Dates	October 2022 (1 full week)
Principal subjects/occupational skills Covered	2022 Summer School “ <u>Transforming Higher Education Professional Services</u> ”, Europe’s International Network for Higher Education Professionals HUMANE, <u>Berlin</u> 4-9 Settembre 2022
Name and type of organisation providing education and training	Freie-Universitat Berlin
Level in national or international classification	International Professional Training Course
Dates	October 2018 (1 full week)
Principal subjects/occupational skills Covered	2017 EFMD - HUMANE Asia-Pacific School Hong Kong - Managing international strategic partnerships in higher education, Hong Kong, 7-12 October 2018
Name and type of organisation providing education and training	University of Hong Kong
Level in national or international classification	International Professional Training Course
Dates	23 Sept- 3 Oct 2015 (1 full week)
Principal subjects/occupational skills Covered	Erasmus Mobility Grant – Uni-staff
Name and type of organisation providing education and training	School of Advanced Study, London
Level in national or international classification	International Professional Exchange
Dates	January-October 2010 (96hours)
Principal subjects/occupational skills Covered	University Administrative Managers training on Personnel Empowerment and Complex Structure Management
Name and type of organisation providing education and training	University of Padova
Level in national or international classification	Professional Training Course
Dates	September – November 2008 (80hours)
Principal subjects/occupational skills Covered	University Administrative Managers training on University Departments management following University Italian Law Reforms

Name and type of organisation providing education and training	University of Padova
Level in national or international classification	Professional Training Course
Dates	May 2006 (1 week)
Principal subjects/occupational skills covered	Electoral Observation and Monitoring
Name and type of organisation providing education and training	Scuola Superiore Sant'Anna di Pisa
Dates	February 2004 (3 days)
Principal subjects/occupational skills covered	National University Administrative Managers training on University Departments management
Name and type of organisation providing education and training	University of Siena
Level in national or international classification	Professional Training Course
Dates	2001-2002 (1 year)
Title of qualification awarded	Master's Degree
Principal subjects/occupational skills covered	Post Graduate Course on Human Rights and Peoples' Rights
Name and type of organisation providing education and training	Università degli Studi di Padova
Level in national or international classification	ISCED 4
Dates	1989-2007
Title of qualification awarded	Bachelor's Degree (4 years – 240ECTS)
Principal subjects/occupational skills covered	European Foreign Languages and Literatures – French and Russian Language
Name and type of organisation providing education and training	Università degli Studi di Padova
Level in national or international classification	ISCED 5

Personal skills and competences

Mother tongue(s)	Italian					
Other language(s)						
Self-assessment	Understanding		Speaking		Writing	
<i>European level</i>	Listening	Reading	Spoken interaction	Spoken production		
<i>Common European Framework of Reference for Languages</i>						
French	C2	C2	C2	C1		C1
English	C1	C1	C1	C1		C1
Russian	B2	B2	B2	B2		B2
German	A1	A1	A2	A2		A1

Social skills and competences	Mediation and interactions, communication skills, leadership skills
Organisational skills and competences	Coordination, planning, organization. I am member of the Board of a local Association for Cultural Promotion in Visual Arts and Photography (Frequenze Visive) and I am serving as Treasurer of the same Association. Since 2018 I have been elected in my University Unitary Trade Union Representative Body
Computer skills and competences	Competent with most Microsoft Office programs (Word, Excel, Access, Power Point) and Apple programs, Adobe Photoshop, with all Social Media and Communication media
Driving licence	B

Cinzia Clemente