

CURRICULUM VITAE - Manuela Schipizza Lough

PERSONAL DETAILS

First Name:Manuela
Family Name: Lough
Maiden Name: Schipizza

Work Address:
SISSA, Neuroscience Area
Via Bonomea 265
34136 Trieste
ITALY

Office Telephone Number: +39 040 3787720
Fax: +39 040 3787702

Languages:

Italian (mother tongue)
English (spoken at home – mother tongue level)
French (good)
Spanish (basic)

Computer Skills:

Microsoft Office Package
Macintosh Package
Database, Internet/Email, Presentation Tools, Spreadsheet, Text Processing
Use of Institutional Accounting System (CIA)
Website administration
Endnote, Reference manager

EDUCATION

University of Trieste, Italy:
Laurea Vecchio Ordinamento in Lingue e Lett. Straniere Moderne (English main language and French second language) obtained in 1997.
Equivalent to an Advanced Degree in Modern Languages and Literature (with English as main language and French as second language)

University of Trieste, Italy:
Course (still to be concluded) to obtain a Laurea Specialistica in Traduzione Tecnico –Scientifica (Master's Degree in Technical-Scientific Translation) at the Scuola Superiore di Lingue Moderne per Interpreti e Traduttori (SSLMIT).

WORK EXPERIENCE (for the past ten years)

From: 23 June 2011 To: present
Title of Post: Project Manager - Collaborator
Name of Supervisor: Prof. Vincent Torre
Name of Employer: SISSA
Address:
via Bonomea, 265
34136 Trieste
ITALY

- Direct involvement in all prof. Torre's professional activities
- Direct involvement in all phases of project development (usually external funding applications) from proposal to submission throughout negotiation, finalization of Consortium and Partnership Agreements, periodic and final reporting

(this includes the Neuroscaffolds Project, which I personally followed from proposal preparation to negotiation to kick-off meeting organization);

- Contact person with the European Commission (Projects);
- Formatting and submission of work to be published: mainly scientific articles. In 2009 I worked on the preparation of a book published by Taylor&Francis and edited by Prof. Anna Menini, from SISSA Neurobiology Sector, entitled: "The Neurobiology of Olfaction"- Editing and proofreading of PhD students' thesis for the Neurobiology Sector (Torre group);
- Editing and proofreading of scientific work before submission for publication in scientific journals (such as Nature, Biophysical Journal, Journal of Neuroscience, etc.), where my name is often mentioned in the acknowledgements;
- Partial writing (management, dissemination and implementation sections in particular) + editing and proofreading of project proposals (mainly from the European but also from other funding sources such as HFSP and Italian Ministry);
- Drafting, editing and proofreading of documents and correspondence for supervisor and his group (mainly in English – sometimes in Italian)
- Preparation and adaptation of lessons and presentations in powerpoint (for the supervisor);
- Preparation and delivery of my own presentations related to the management aspects of specific projects.

Administrative duties:

- full administrative support for the Master's Course in Science and Digital Journalism held at SISSA within the Interdisciplinary Laboratory including:
- course planning, website updating, organization of meetings, guests visits, travels.

Moreover, specifically for Prof. Torre and his group:

- Public events related to his projects and the Neurobiology Summer Schools organization;
- Placing of orders, missions and expenses control;
- Planning, regular check and possible adaptation of budget;
- Basic duties such as dealing with correspondence and emails, updating supervisor's agenda.

From: 01 May 2008 To: 30 June 2011
 Title of Post: Project Manager - Collaborator
 Name of Supervisor: Riccardo Brancalion
 Name of Employer: Promoscience srl
 Address:
 Padriciano 99
 34012 Trieste
 ITALY

- I have been collaborating with Promoscience srl, in Trieste as their language consultant and as the contact person with the European Commission for the EC funded Project Nanoscale in which Promoscience was in charge of the management.
- Direct involvement in all phases of project development from proposal preparation to submission throughout negotiation, finalization of Consortium and Partnership Agreements, periodic and final reporting.

From: 01 Feb 2005 To: 30 Apr 2008
 Title of Post: Collaborator
 Name of Supervisor: Prof. Vincent Torre
 Name of Employer: SISSA
 Address:
 via Beirut 2-4,
 34014 Trieste
 ITALY

- Editing and proofreading of PhD students' thesis for the SISSA Neurobiology Sector (gruppo Torre)

- Editing and proofreading of scientific work before submission for publication in scientific journals (such as Biophysical Journal, Journal of Neuroscience, etc.)
- Editing and proofreading of scientific proposals to obtain external funding (mainly from the European Community but also from other funding sources such as HFSP and Italian Ministry)
- Formatting and submission of work to be published: mainly articles
- Direct involvement in all phases of project development from proposal preparation to submission throughout negotiation, finalization of Consortium and Partnership Agreements, periodic and final reporting
- Contact person with the European Community
- Various kinds of administrative duties such as: organization of meetings, guests visits, travels
- Preparation and adaptation of lessons and presentations in powerpoint
- Preparation and delivery of my own presentations related to the management aspects of specific projects
- Placing of orders, missions and expenses control
- Planning, regular check and possible adaptation of budget
- Basic duties such as: photocopying, filing, dealing with correspondence and emails, updating supervisor's agenda

From: 1 Aug. 2003 To: 31 Jan 2005

Title of Post: Financial Matters Clerk (SSA contract)

Name of Supervisor: Prof. Mohamed H.A. Hassan

Name of Employer: TWAS (Academy of Sciences for the Developing World)

Address:

Enrico Fermi Building,
via Beirut 7
34014 Trieste,
Italy

- Accounting – payment of travels, Research Grants, Prizes, Spare parts, TWOWS programs, related to beneficiaries of these different kinds of TWAS funding
- Day-to-day contacts with scientists and researchers.
- Daily communication with Italian and foreign banks

From: 17 May 2002 To: 31 July 2003

Title of Post: Collaborator

Name of Supervisor: Prof. Vincent Torre

Name of Employer: SISSA

Address:

via Beirut 2-4,
34014 Trieste
ITALY

- Editing and proofreading of PhD students' thesis for the SISSA Neurobiology Sector (Torre lab)
- Editing and proofreading of scientific work before submission for publication in scientific journals
- Editing and proofreading of scientific proposals to obtain external funding (mainly from the European Community)
- Direct involvement in all phases of projects development from proposal through negotiation, periodic reporting
- Contact person with the EC
- Various kinds of administrative duties such as: organization of meetings, visits of guests, travels
- Preparation and adaptation of lessons and presentations in powerpoint
- Planning, regular check and possible adaptation of budget. Photocopying, filing, dealing with correspondence, updating supervisor's agenda.

PREVIOUS WORK EXPERIENCES:

Before 2002 I worked for Bank of America (Corporate Banking) in London as a Trainer for Global Treasury Operations

Title of Post: Trainer for Global Treasury Operations

Name of Employer: Bank of America

Address:

26, Elmfield Road,

Bromley Kent

BR1 1WA

United Kingdom

Main Duties:

- Preparation and delivery of group presentations, planning of detailed structure of the Training Courses provided;
- Preparation of meetings and conferences aimed at developing and enhancing presentations;
- One-to-one and group training. Assessment of staff after training course conclusion. Writing of reports;
- Reporting on feedback and consequent adjustment of program, according to specific training needs of staff.

Before I went into training I used to be an Operations Representative in the same department and my duties were: repairing payments and dealing with enquiries on the Italian and French desks; meeting daily deadlines; induction and training of staff (one-to-one); communicating with Italian and French banks on a daily basis; printing and processing of payments.

Reason for leaving: to return to Italy due to an illness within the family.

ADDITIONAL INFORMATION:

Training qualifications: D32 and D33 NVQ (National Vocational Certificates) for staff training (obtained in the UK).

I permanently resided in London for 6 years. Before then, in 1994-95, while in Erasmus exchange, I attended six courses at the University of Westminster in London.

I occasionally collaborate with the Police for interpreting/translating service.