

PERSONAL INFORMATION

Monica VIGNONI

 Istituto di BioRobotica, Viale Rinaldo Piaggio 34, Pontedera (PI)

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WORK EXPERIENCE

- 01/10/2020 - ongoing **Administration Manager – the BioRobotics Institute**
Scuola Superiore Sant'Anna – Viale Rinaldo Piaggio 34, Pontedera (PI)
- coordinator of all the administration activities of the Institute, including procurement procedures up to 40K€, travel reimbursement, project management and reporting to funding entities; team 15 people; 15M€ budget per year; around 150 people (PhD students, researchers, professors and technicians)
- 01/01/2019 -30/09/2020 **Administration Manager - Life Sciences Institute**
Administration Manager - Procurement Department
Scuola Superiore Sant'Anna – Via S. Cecilia 3, Pisa
- coordinator of all the administration activities of the Institute; team 7 people;
 - management of the procurement procedures at central level
- 15/09/2016 – 31/12/2018 **Responsible Officer – Unit for Budget and Research**
01/08/2018 -31/12/2018 **Administration Manager - Life Sciences, Dìrpolis and Economics Institutes**
Scuola Superiore Sant'Anna – Via S. Cecilia 3, Pisa
- coordination of the process for the definition of Scuola Sant'Anna Budget Report to be approved by General Boards; specific advice on research project management and particular calls like ERC; coordination of the financial audits carried out by the European Commission (also in the past)
 - coordinator of all the administration activities of the Institutes; team 12 people;
- 11/06/2012 - 31/08/2016 **Administration Manager – the BioRobotics Institute**
Scuola Superiore Sant'Anna – Viale Rinaldo Piaggio 34, Pontedera (PI)
- coordinator of all the administration activities of the Institute, including procurement procedures up to 40K€, travel reimbursement, project management and reporting to funding entities; team 8 people; 7M€ budget per year
- 01/05/2006 – 10/06/2012 **Responsible Officer - International Projects Unit**
Scuola Superiore Sant'Anna – Via S. Cecilia 3, Pisa
- Management at central level of the whole life-cycle of the research projects funded by international entities; team of 6 persons
- 01/12/2003 – 30/04/2006 **Expert for managing EC funded projects**
Scuola Superiore Sant'Anna – Via S. Cecilia 3, Pisa
- Supporting the scientific responsables of Scuola Sant'Anna for project proposal, negotiation, and project management
- 23/05/2001 – 30/11/2003 **Consultant**
Scuola Superiore Sant'Anna – Viale Rinaldo Piaggio 34, Pontedera (PI)
- General administration and management of the research projects carried out by PERCRO Lab

23/11/1998 – 30/11/2000

Consultant

Fondazione Stella Maris - Viale del Tirreno 331, 56018 Calambrone (PI), Italy

- Advice and support to the project/financial management; support on the final financial audit carried out by the Italian Ministry of Labour and Social Security

14/02/1996 – 18/08/1998

Consultant

Scuola Superiore Sant'Anna – Piazza Martiri della Libertà 33

- Project proposals support; coordination and financial project management (FP4/ESPRIT)

EDUCATION AND TRAINING

November 1992 – October 1993

Masters in Management of Innovation

Economic theories of organizations and business firms; Knowledge and Innovation; Industry Structure and Dynamics; Management of Entrepreneurship; Management of Technology; IPR, Science, Technology and Growth; University-Industry relationships, high-tech spinoff companies.

Project work: Feasibility analysis of the science and technology park in the West Tuscany

Scuola Superiore di Studi Universitari e di Perfezionamento Sant'Anna, Pisa, Italy

ISCED 6

1991 **Post qualification course**

Project work: Evolution of the industrial organization- case studies

NEMETRIA, Foligno (PG), Italy

ISCED 6

1985 – 1991 **High degree in Economics and Commerce**

Microeconomics and Macroeconomics; Statistics and Econometrics; Professional Accounting; Planning and Controlling; Economics and International Trade; Economics and Finance.

Dissertation title: Recursivity and interdependence in structural econometric models, and the application of the CAUSOR algorithm to the Italian macroeconomic model developed by the Department of Economics of Ancona.

University of Ancona (now named "Università Politecnica delle Marche"), Italy - Faculty of Economics

ISCED 6

PERSONAL SKILLS

Mother tongue(s)

Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B2	B1	B1	B2
French	B1	B1	A2	A2	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](https://www.cedefop.europa.eu/en/etools/cefr)

Communication skills

- good communication skills gained through my experience as manager of different departments

Organisational / managerial skills ▪ leadership (currently responsible for a team of 15 people), decision-making, problem-solving, delegation, and time management

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient	Independent	Independent	Independent	Independent

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Driving licence ▪ good command of office suite (word processor, spread sheet, presentation software)

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ADDITIONAL INFORMATION

Additional appointments

- 01/01/2018 – 31/07/2018 Vice- Manager of the Life Sciences, Dirpolis and Economics Institutes
- 01/01 – 31/12/2017 Vice – Manager of the BioRobotics Institute
- 2016 - 2020 Member of the Unit for Auditing the national research projects (Scuola Normale Superiore, Scuola San’Anna ed IMT Lucca)
- 2008 – 2014; 2017 - 2019 Legal Entity Appointed Representative (LEAR) of Scuola Superiore Sant’Anna
- 2007 - 2012 Official contact of Scuola Sant’Anna for gathering information with APRE (Agenzia per la Promozione della Ricerca Europea).

Major external activities

- 2010 Research Executive Agency (REA): yearly appointment as Evaluator and Rapporteur within Call PEOPLE Reintegration Grants
- 2009 -2010 Pisa University: consultant for research opportunity promotion, and research evaluation process
- 2005 - 2011 Pisa University: Lectures on the European research policy and the funding opportunities within the course on Information Engineering
- 2006 Scuola Normale Superiore: project management; accounting, contractual and administrative advice, and financial reports verification about the research contracts stipulated between the Scuola Normale Superiore and the European Commission
- 2006 - ... Committee Member in several public selection procedures (Scuola Normale Superiore, Scuola Sant’Anna, and Università La Sapienza)

ANNEXES

NONE

PERSONAL DATA

I hereby authorize the use of my personal data in accordance to the GDPR 679/16 - "European regulation on the protection of personal data".