



## Europass Curriculum Vitae

### Personal information

Surname / First name **Nemes, Erika**

Address

Telephone

E-mail

Nationality

Date of birth

Gender

Desired employment / Occupational field

### Work experience

Dates November 2013 – at present

Occupation or position held President of Euphoria (Consultant and trainer in EU affairs)

Main activities and responsibilities

- **Information and communication** activities on Eu affairs at various levels, networking, collaborative strategy plans;
- **Consultancy services** concerning European financial programmes (Erasmus+, Creative Europe, Cosme, Horizon 2020, Life and other 2014-2020 direct operating and action grants). Identification and assessment of relevant funding programmes, assistance in formalizing the project, project engineering, feasibility study and assistance in administrative and financial management, partner research, partnership building and negotiations with partners, support with funding authorities;
- **Training:** organization of courses, workshops and seminars in EU funding and grants (tailor-made and in-house training)  
Analysis of context and learning objectives to be achieved, pedagogical program and implementation of training  
Project cycle management in European funds from feasibility study to reporting and monitoring.

Name and address of employer Euphoria

Type of business or sector

Dates September 2011 – October 2013

Occupation or position held Head of Administration

Main activities and responsibilities

Contribute to the management of the Representation in Rome and in Milan in accordance with existing rules and financial regulations. Management of the staff members, physical and financial assets of the Representation.  
Plan, coordinate and supervise the work of the Administration Section composed of 7 persons.

- **Finance and Contracts management** (operational and administrative budget lines): management and supervision of all phases of call for tenders and call for proposals; supervise commitment and

payment processes and ensure the sound implementation of the accounting management of all Representations' financial transactions (including accounting quality).

- **Budget management:** prepare budget estimates for the Representation's budget; Drafting of the Annual Management Plan of the Representation, as well as the Evaluation Plan and documents concerning risk assessment; follow-up the implementation of the authorized budget, as well as its verification.
- **Imprest Account holder:** keep an account of the available funds held in cash and in bank, and of payments made and revenue collected in accordance; drafting and managing statements of account and transactions to settle imprest operations.
- **Security and safety:** daily management of security, guards and security systems in the Representation and reporting of security breaches and incidents; EU Classified Information related issues, emergency procedures and evacuation; management of emergency equipment present in the Representation. Organization of first aid training and use firefighting equipment.
- **Information and Document Management:** Conduct conceptual reflections and assist with elaborating archiving and document management procedures, including internal planning, co-ordination and reporting. Ensure application of the rules and of the concerning in particular registration, filing, conservation and transfers of documents (both paper and electronic).
- **Human Resources management:** monitor Human Resources needs (statutory, non-statutory staff and local agents), recruitments, career, training, missions, leave, mobility, promotions, retirements; apply administrative procedures for complaints, disciplinary measures, promotions; Update contract and working conditions.
- **People and Team Management:** supervision, coordination, time management and allocation of workload of the team, guidance, motivation and scoreboards.

Name and address of employer European Commission, Directorate-General Communication, Representation in Italy

Type of business or sector European institution – Representation

Dates July 2008 – August 2011

Occupation or position held Financial controller (ex-post & ex-ante) and administrative assistant

- Main activities and responsibilities
- **On-the-spot financial control** and inspection of operating and action grants in the 27 Member States; verifying eligibility, conformity and compliance with the regulatory and contractual requirements, the Financial Regulation
  - On-the-spot financial control (*sur pièces et sur place*) of procurements, operational and financial transactions in the headquarter in Brussels and in the EC Representations in the 27 Member States; verifying proper implementation of financial and operational activities.
  - Control of call for proposal procedures of action and operating grants.
  - Control of call for tender procedures.
  - Verification and control of the implementation of the **Internal Control Standards** in the HQ and in the EC Representations in the 27 Member States.
  - Managing and dealing with **Internal Control Standard 8 exception request** of DG COMM and Representations.
  - Follow-up of all the above mentioned controls and inspections, assess findings, draft reports, notes, establish recovery orders, formulate appropriate recommendations for changes in procedures, systems and provide advice and assistance to other staff involved in financial and procurement activities, ex-ante verifications, project evaluation committees.
  - Contribute to the preparation of the **annual activity report**, to **risk assessment analysis** and to the elaboration and updating of model documents, check-lists to be used during controls and to improve working methods.

Name and address of employer European Commission, Directorate-General Communication, Place Madou 1, 1210 Brussels, Belgium

Type of business or sector European institution – Unit Controls

Dates March 2004 – June 2008

Occupation or position held Financial treasurer and Accountant

- Main activities and responsibilities
- Plan, coordinate, manage and control *ex-ante* and *ex-post* all financial and administrative activities and operations.
  - Process financial, budgetary commitments, administrative payments, reimbursements of travel expenses, establish amounts receivable, validate expenditure, and authorize payments according to the company's financial regulations.

- Responsible for: proper implementation of payments, collection of revenue and recovery of amounts receivable, treasury management, invoicing, VAT claims/compensations/declarations, withholding, checking the accounts, annual reports, preparing budget.
- Reconcile records of bank transactions. Manage petty cash, Imprest Accounts. File and record all financial and accounting documentation. Monitor legal and regulatory, fiscal requirements.
- Point of contact during audit procedures and fiscal controls.
- Monitor Italian hedge fund performance for follow-up operations, performance calculations.

Name and address of employer G Service Srl, Via G. Caccini 1, 00184 Rome, Italy

Type of business or sector Financial Services (Hedge Funds)

Dates March 2002 - February 2004

Occupation or position held Internal Controller

- Main activities and responsibilities
- **Control** the company's activities and departments associated with shipping (under Incoterms), international and domestic distribution, transportation (road and sea), custom operations, warehousing.
  - **Monitor the trading activities** on commodity markets and follow-up of commodity derivatives and spot contracts, freight derivatives (Freight Forward Agreements for dry bulk carriers) and other financial instruments both exchange traded and over-the-counter.
  - Prepare **financial reports**, Profit & Loss reports on derivatives and statistics for the management and the board of directors.

Name and address of employer Grain Service Srl, Via G. Caccini 1, 00184 Rome, Italy

Type of business or sector Import-export trade

Dates June 2001 - February 2002

Occupation or position held Assistant to Directors and conference planning

- Main activities and responsibilities
- Coordinate and supervise the activities of the clerical and administrative support employees.
  - Assistance to the board of directors and heads of units: plan and manage their agenda of meetings and business travels.
  - Plan, organise and manage conferences and conventions including all related organizational tasks such as sponsorships, travel reservations, inspecting locations and services for events, budgetary execution of the event, diplomatic arrangements, translations, publicity, and media coverage.
  - Maintain clear and precise records of past events and follow-up of all organizational and financial tasks related to their organization including the monitoring of press and media coverage and ex-post satisfaction surveys.
  - Participate to recruitment procedures: prepare vacancy notices, select candidates, prepare and conduct interviews and written admission tests.

Name and address of employer Galaxy Service Srl - Galaxy Grain Italia SpA, Via G. Caccini 1, 00184 Rome, Italy

Type of business or sector Import-export trade

Dates January 1998 - May 2001

Occupation or position held Administrative Assistant

- Main activities and responsibilities
- Plan and manage the Director's agenda of meetings, analysing meeting request before discussing it bilaterally with the Director, organise meeting materials.
  - Perform administrative duties; prepare correspondence and legal documents such as representation contracts, purchase agreements, rental contracts, closing statements, deeds and leases. Interview clients to determine their property needs, coordinate appointments with potential buyers, lawyers and other stakeholders.
  - Set-up and maintain paper and electronic filing systems for records, correspondence and other material.
  - Manage petty cash, invoicing, fiscal declarations and simplified accounting.

Name and address of employer Studio Cannucci, Via L. Calamatta 16, 00193 Rome, Italy

Type of business or sector Estate Agency

## Education

- Dates 2007 - 2011
- Title of qualification awarded Master in Financial Intermediaries, Risk Management and International Finance
- Principal subjects/occupational skills covered International business management, corporate finance, risk management, commercial banking, insurances, commercial law, financial and statistical applications.  
Dissertation: Analysis of the Enterprise Risk Management (ERM) framework. Case Study of the operational and organizational application of risk management in the European Commission.
- Name and type of organization providing education and training Sapienza Università di Roma – Facoltà di Economia (Faculty of Economics)  
Via del Castro Laurenziano 9, 00161 Rome, Italy
- Level in national or international classification Magister degree (laurea specialistica)
- Dates 2003 - 2006
- Title of qualification awarded Degree in Economics, Finance and Law for Business Management
- Principal subjects/occupational skills covered Knowledge of business and its economic, legal and social context. Accountancy, Administration and Management, Financial markets, Banking, Planning, Resource allocation, Law and Government.  
Dissertation: The Venture Capital in high risk profile companies. Case History of LM LS SpA. Investments in biotechnological companies
- Name and type of organization providing education and training Università degli Studi di Roma La Sapienza – Facoltà di Economia (Faculty of Economics)  
Via del Castro Laurenziano 9, 00161 Rome, Italy
- Level in national or international classification BSc degree (laurea)
- Dates 1998 - 2002
- Title of qualification awarded Diploma in Business Administration
- Principal subjects/occupational skills covered Bookkeeping, accounting principles, analysis and reporting of financial data, computers and electronics, mathematics, statistics, English, French.
- Name and type of organization providing education and training Istituto d'Istruzione Superiore Statale "Leonardo Da Vinci"  
Via Cavour 258, 00184 Rome, Italy
- Level in national or international classification Secondary education
- Dates 1988 - 1991
- Title of qualification awarded High School
- Name and type of organization providing education and training Former Vámos Ilona Ruhaiipari Szakközépiskola  
VII ker., Wesselényi u. 52., Budapest 1075, Hungary
- Level in national or international classification Secondary education

## Training

- Dates December 2013 – January 2014
- Principal subjects/occupational skills covered Young entrepreneurs
- Name and type of organization providing education and training University La Sapienza Faculty of Economics – The Presidency of the Council of Ministers – Association Carpe Diem, Italy
- Dates December 2013
- Principal subjects/occupational skills covered European Project Management – budget and financial reporting

Name and type of organization providing education and training Europa Cube Innovation Business School, Italy

Dates Between 2008 and 2012

- Principal subjects/occupational skills covered
- Project management
  - Fraud and risks in projects
  - The internal audit process: planning, fieldwork and reporting
  - Assessing financial viability of potential contractors and beneficiaries
  - Written communication in internal auditing
  - Internal audit risk assessment frameworks, audit plans and governance
  - Procurement in practice
  - European Grants
  - On-the-spot control of EU financing
  - Application of Internal Public Sector Accounting Standards
  - European Expenditure Lifecycle and Financial management
  - ABAC All-in-one (Initiating agent + invoice + contracts)
  - Detecting anomalies in projects using open source information
  - Communication Effectiveness
  - Ethics and Integrity

Name and type of organization providing education and training European Commission, Brussels. Directorate-General HR, DG Budget, DG INFSO, DG COMM

Dates June 1993 - June 1995

Title of qualification awarded Cambridge ESOL Diploma (English as a Foreign Language Course)

Principal subjects/occupational skills covered Cambridge Certificate of Proficiency in English (CPE)  
Cambridge First Certificate in English

Name and type of organization providing education and training Barnet College, Wood Street, Barnet, London EN5 4AZ, UK  
Southgate College, High Street, London N14 6BS, UK

### Personal skills and competences

Mother tongue(s) Hungarian

Other language(s)

Self-assessment	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
<b>Italian</b>	C 2 Proficient user	C 2 Proficient user	C 2 Proficient user	C 2 Proficient user	C 2 Proficient user
<b>English</b>	C 2 Proficient user	C 2 Proficient user	C 2 Proficient user	C 2 Proficient user	C 2 Proficient user
<b>French</b>	C 2 Proficient user	C 2 Proficient user	C 1 Proficient user	C 1 Proficient user	C 1 Proficient user

(\*) Common European Framework of Reference for Languages

Social skills and competences Good ability to adapt to multi-cultural and multi-lingual environments, open-minded, good communication skills, critical thinking and active listening gained through work in international private companies and in European institutions.  
Team spirit with ability and experience in supervising a team gained when working as responsible of the secretariat in Galaxy Service srl and also during control missions.  
Ability to communicate clearly and competently in written and spoken English, Italian and Hungarian

Organizational skills and competences Active learning, time management, coordination, precision and attention to detail, judgment and decision making, problem sensitivity, numerical and language skills developed during organization and participation of control missions in 27 Member states.  
Ability to deal with sensitive matters with a sense of responsibility and confidentiality gained mainly when working with sensitive and complex controls, potential fraud cases and fiscal controls related to EU grant funding and the liquidation of private companies.  
Knowledge and experience with the organization and working procedures of European Commission services, EU administrative procedures, terminology and financial IT tools.  
Ability to organize and to perform frequent (monthly) business travels and control missions.  
Experience in start-up and winding-up of organizations. Ability to work under pressure and respect

tight deadlines.

Technical skills and competences	Office equipment such as scanner, photocopy machines, fax, switchboard, document binding appliances
Computer skills and competences	Excellent command of Microsoft Office tools (Word, Excel, PowerPoint, Publisher, Outlook), Adobe and on-line databases. ABAC, SINCOM2, PECUNIA4, SYSPER2, ADONIS, ARES, MIPS, Argus and various EU softwares and wikis. SAP/Partner, Sigla, ForeFinance (treasury and banking software), TradeTrekker, Mercator (financial trading software)
Other skills and competences	rowing, kitesurf, dance
Driving license	A, B
Additional information	Work experience in the private sector and in European institutions. Knowledge of the Financial Regulation of the general budget of the European Communities Work experience in the control of projects financed by EU institutions and the European Union. Experience in procurement procedures (Italian and European)

## Annexes