

Simon James Bond

Nationality: Italian Date of birth: 07/07/1993 Phone number: (+31) 621920916

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WORK EXPERIENCE

Project manager

European Non-Profit Organisation [01/10/2018 – Current]

Country: Italy

In my role as a patient board project manager, I help the steering committee and patient group coordinate the work of the patient board. I am responsible for:

- Project planning/management
- Writing up reports of meetings and TCs
- Planning meetings and TCs
- Proofreading documents
- Helping with the implementation of the yearly action plan tasks
- Working closely with members of the patient board
- Making sure members know which tasks they are involved in
- Making sure tasks/projects are running on time
- Giving feedback on tasks to the steering committee
- Moderating the link between experts and patients

Treasure

EUnitas - Study Association for Bachelor's in European Public Health [01/01/2021 – 01/01/2022]

City: Maastricht

Country: Netherlands

My role of treasurer for the non-profit study association is to calculate the yearly budget and make sure that the money is being filtered back into the student community in a responsible way.

Head of External Activities

EUnitas - Study Association for the Bachelor's in European Public Health [01/03/2020 – 31/12/2020]

City: Maastricht

Country: Netherlands

As head of external activities, it was my role to interact and collaborate with other study associations and bodies within the university.

EDUCATION AND TRAINING

BSc in European Public Health

Maastricht University [01/09/2019 – 31/08/2022]

City: Maastricht

Country: Netherlands

MSc in Health Economics, Policy and Law

Erasmus University Rotterdam [01/09/2023 – Current]

City: Rotterdam

Country: Netherlands

High School Diploma

Cedar House High School [01/01/2007 – 01/12/2011]

City: Cape Town

Country: South Africa

Final grade: C

NQF Level: National Senior Certificate

LANGUAGE SKILLS

Mother tongue(s): **English**

Other language(s):

Italian

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

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

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft Office / Microsoft Powerpoint / Basic knowledge of Canva / Social Media / E-mail marketing (MailChimp) / Web Design (WordPress, Wix)

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

I have good communication skills and communicate well within a group.

JOB-RELATED SKILLS

Job-related skills

Computer Software Skills

Program Skills – Microsoft Office (Word, Excel, PowerPoint)

Website Design – WordPress, Photoshop, Canva, Mailchimp

FORMALITIES

Place, Date and Signature

Place: Rotterdam

Date: 02/12/2023

Signature: 

Il candidato è consapevole della responsabilità penale in caso di dichiarazioni mendaci, di formazione o uso di atti falsi, richiamata dall'art. 76 del D.P.R. 445/2000.