



**Simon James
Bond**

DATE OF BIRTH:
07/07/1993

CONTACT

Nationality: Italian

EDUCATION AND TRAINING

01/01/2007 – 01/12/2011 – Cape Town, South Africa

High School Diploma

Cedar House High School

C | National Senior Certificate

01/09/2019 – CURRENT – Maastricht, Netherlands

BSc in European Public Health

Maastricht University

WORK EXPERIENCE

01/10/2018 – CURRENT

Project manager

European Non-Profit Organisation

In my role as a patient board project manager, I help the chair and co-chair coordinate the work of the patient board. I am responsible for:

- 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 chair and co-chair

Italy

01/08/2017 – CURRENT

Web content manager

European Non-Profit Organisation

In my role as a website designer and website content manager, I manage the website and the content for a European Organisation. Additionally, I run the social media accounts of the organisation. My job is to improve and keep it up to date. I am responsible for:

- Identifying areas that need updating
- Implementing changes
- Using user feedback to improve the website
- Suggesting new ideas to improve the usability
- Working closely with the website hosting company
- Developing software for new projects
- Working closely with patients to ensure a user-friendly website
- Sharing ideas with stakeholders
- Discussing ideas with the Work Package 2 (Dissemination) coordinator
- Posting of news, events, projects, and activities, to the organisation's social media channels.

Italy

01/01/2021 – CURRENT – Maastricht, Netherlands

Treasure

EUnitas - Study Association for Bachelor's in European Public Health

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.

01/03/2020 – 31/12/2020 – Maastricht , Netherlands

Head of External Activities

EUnitas - Study Association for the Bachelor's in European Public Health

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

LANGUAGE SKILLS

MOTHER TONGUE(S): English

OTHER LANGUAGE(S):

Italian

Listening A2	Reading A2	Spoken production A2	Spoken interaction A2	Writing A2
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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)

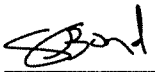
Website Design – WordPress, Photoshop, Canva, Mailchimp

FORMALITIES

Place, Date and Signature

Place: Maastricht

Date: 18/02/2021

Signature: 

A tal fine dichiara sotto la propria responsabilità, ai sensi degli artt. 46 e 47 del DPR 445/2000, che le informazioni contenute nel presente curriculum corrispondono al vero.