



Eloïse Trabut

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Gender: Female **Date of birth:** 18/08/1983 **Nationality:** French, British

WORK EXPERIENCE

[10/01/2023 – Current]

General Director

SeaLabX

City: Plougastel-Daoulas

Country: France

Founder and general director of the start up. SeaLabX is at the interconnection between science, technology, and people. It exists to explore and share a passion for the world and how it is seen through a scientific lens. It connects people, their ideas, and our common need to better understand our world. SeaLabX brings tools to make discoveries and exploration accessible to all. It exchanges and engages with all on the subjects that matter to make the world a better place. SeaLabX endeavours to play its part in understanding, improving, and taking care of all our planet offers us.

Within the company I specialise in the development of networks, creating connections from science to society and through the full chain of stakeholders that are relevant to each specific project we take part in. I am responsible for the management of our research and innovation activities, leading in the development and coordination of scientific projects, from idea to proposal development, seeking funding and responding to calls as well as managing the implementation of projects with and for our collaborators.

I also share the responsibility of organising and delivering our outreach, education and communication activities to share scientific knowledge and accessible technology solutions with all target audiences, from kids to adults, novices to more literate publics.

[01/06/2020 – Current]

Project manager

Stazione Zoologica Anton Dohrn

City: Napoli

Country: Italy

Management of the H2020 funded project AtlantECO (www.atlanteco.eu) as part of the coordination team. My main responsibilities include:

Project management: Development and implementation of all processes, procedures and tools for the management of project, leading consortium bodies and individuals with key management roles as well as the operational procedures. Coordinating reporting and review processes: preparation and submission of all documentation required for reports and project deliverables. Organisation of technical review with external reviewers and EU project officer. Management of all consortium bodies and their scheduled meetings and reports. Legal and administrative matters: assisting the consortium and partners in the preparation and implementation of Consortium agreement, Amendment of the Grant Agreement, Non Disclosure Agreements, Joint Ownership Agreement, etc. Financial management: management of expenditures at project level, under the responsibility of each individual partners. Advice provided on all financial rules and regulations as required.

Environmental responsibility: Development and submission of the AtlantECO environmental responsibility, as a premise to establish best practices in future projects. The purpose of the document is to establish a strategy for Environmental Sustainability in AtlantECO as the processes and structures in place are defined to support its delivery and measure its implementation.

Communication: Development of a communication plan to establish the strategy for communication to support the activities and objectives of the project and contribute to sustainable widespread impact.

Development of communication tools and channels: Website (<https://www.atlanteco.eu>) authorship of most of the website content and development. Internal Newsletter: Used to relay most relevant information to all partners involved in the project. I

AtlantECO podcast (<https://www.atlanteco.eu/podcast>): as the host and editor of the podcast.

Establishing the Early-Stage Researcher (ESR) forum in AtlantECO: The ESR forum regroups all young professionals from the project to work together and help them self-lead their collaborations.

Sustainable impact through systematic approach: Mind mapping and strategizing approach implemented for all activities of the project by defining the main impact areas of the project and the processes to realise them. .

Coordination at Portfolio level: Chairing of the Project Manager Cluster which currently includes more than 20 international projects with a focus on the Atlantic Ocean or maritime research more broadly. The Cluster facilitates the mapping and implementation of synergies across a portfolio of projects, as well as developing and sharing best practices for the management of international funded projects through a network of experienced managers.

[01/02/2017 – 14/05/2020]

Director

Modus Research and Innovation Limited

City: Huddersfield

Country: United Kingdom

Modus Research and Innovation is set up as a non-profit organisation to support research intensive organisations in their efforts to access funding and implement research projects. The vision of the organisation is to facilitate the design and realisation of projects so that scientists can focus on their work while Modus brings all the elements together, fostering effective and efficient collaboration- from the idea to the delivery. In addition to the skills required in previous positions held (delivery of training, information to stakeholders, development of proposals, management of projects, Key account Management), I am also responsible for all business activities: operations, HR, finance, marketing, legal and administrative, and crucially devising and delivering a coherent strategy.

[01/06/2013 – 31/01/2017]

Business manager

Kite Innovation (Europe) Ltd

City: Huddersfield

Country: United Kingdom

Kite Innovation was specialised in providing support for European based research and innovation organisations in accessing funding and implementing research projects mainly through FP7 and H2020 framework programmes.

In 2013, already employed by Kite since 2009, I was promoted to the position of Business Manager with a responsibility to deliver the planned outputs of the four services in the company: Project Management, Proposal Development, Information Service and Training; as well as managing all members of staff in Huddersfield. A major focus of my work was on proposal development activities, coordinating all activities of proposal development process: building a fit-for-purpose consortium, reviewing alignment to the call topic, development of budgets, coordination of proposal section completion (Implementation and Impact), drafting of business plans and Plans for use and Dissemination of results.

In addition, I was responsible for business development activities for the Huddersfield Office. This entailed maintaining existing Key Accounts and growing our portfolio of customers both in the UK and at the European level.

Finally, I was responsible for the team in place in our Huddersfield office and overseeing correct management of our portfolio of projects in implementation phase at the time.

[01/03/2011 – 31/05/2013]

Head of project management

Kite Innovation (Europe) Ltd

City: Huddersfield

Country: United Kingdom

Kite Innovation was specialised in providing support for European based research and innovation organisations in accessing funding and implementing research projects mainly through FP7 and H2020 framework programmes.

As the team of Project Managers grew at Kite, I was promoted to Head of Project Management. I was responsible for a team of 4 project managers and a portfolio of up to 10 FP7 projects ensuring the delivery of excellent service to our customers and developing the workforce at Kite, training all new employees, following up on their personal development and overseeing management of all projects implemented, in collaboration with coordinators.

[01/12/2009 – 28/02/2011]

Research manager

Kite Innovation (Europe) Ltd

City: Huddersfield

Country: United Kingdom

Kite Innovation (Europe) Ltd, Huddersfield (United Kingdom)

Kite Innovation was specialised in providing support for European based research and innovation organisations in accessing funding and implementing research projects mainly through FP7 and H2020 framework programmes.

I was providing management support to a portfolio of FP7 funded projects under the Health, Security and NMP themes. Responsibilities included implementation of project, reporting requirements, budget management, Consortium Agreement and IP issues, and amendments to Grant Agreements, introduction to Exploitation Planning, dissemination and marketing strategies.

EDUCATION AND TRAINING

[29/09/2014 – 05/06/2018]

CMI level 8 Diploma in Strategic Direction and Leadership

Chartered Management Institute

Country: United Kingdom

Field(s) of study: Business, administration and law

Level in EQF: EQF level 8

- Personal development as a strategic leader
- Collective strategy development
- Inter-organisational strategic planning
- Inter-organisational strategic direction
- Strategic communication
- Strategic culture
- Strategic Leadership practice

[29/09/2014 – 08/03/2018]

Master in Business Administration

University of Huddersfield

City: Huddersfield

Country: United Kingdom

Field(s) of study: Business, administration and law

Final grade: Chancellor's award for outstanding achievement **Level in EQF:** EQF level 7

- Finance for managers
- Personal development through reflective practice
- Managing people in organisations
- Service operations and marketing
- Strategic marketing
- Human Resource strategy
- Global leadership and change
- Strategic thinking
- Postgraduate dissertation: entrepreneurship

[01/09/2006 – 09/07/2007]

Licence professionnelle industries chimiques et pharmaceutiques

Université Montpellier 2 (Institut Universitaire de Technologie de sète)

City: Montpellier

Country: France

Field(s) of study: Natural sciences, mathematics and statistics: *Chemistry, Environmental sciences*

Level in EQF: EQF level 6

[15/09/2001 – 23/07/2003]

Brevet de Technicien Supérieur

Lycée Alexis de Tocqueville, Académie de Nice

City: Grasse

Country: France

Field(s) of study: Natural sciences, mathematics and statistics: *Biochemistry*

Level in EQF: EQF level 5

[15/09/1998 – 03/07/2001]

Baccalauréat Général

Lycée Agropolis

City: Montpellier

Country: France

Level in EQF: EQF level 4

Scientifique, spécialité Biologie, Ecologie, Agronomie

- French
- Mathematics
- Physics
- Chemistry
- Biology
- Biology-Ecology-Agronomy
- History
- Geography
- English
- Philosophy
- Physical Education

LANGUAGE SKILLS

Mother tongue(s): French , English

Other language(s):

Italian

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

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

DIGITAL SKILLS

Office use

Microsoft Office (Excel, Word, PowerPoint, Outlook, Teams, To Do, SharePoint, OneDrive) | Pc and iOS | Apple software (Pages, Numbers, iMovie, GarageBand)

Project management

Google Suite (Doc, Slides, Form, Sheet, Drive) | Mindmapping | Online collaboration tools (Miro, Trello, Asana, Zoom, Teams etc.) | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced

Communications and media

Film Edition: Wondershare Filmora | website creation | Descript (video, transcript and podcast editor tool) | Publishing and managing content on various digital platforms (blog, website, LinkedIn page) | podcast production and editing | Content creation (blog posts, social media content, podcasts) and copywriting | Adobe Photoshop (basic elements) | basic skills in graphic (canva) | Procreate on iPad

COMMUNICATION AND INTERPERSONAL SKILLS

Communication skills

- **Excellent command of both English and French languages**, including technical, scientific and business terms, with an appreciation for the need to adapt communication styles in different contexts, sectors and cultures.
- **Interpersonal Communication:** organising and chairing meetings, effective use of all communication tools (emails, telephone, videoconferencing, etc.).
- **Scientific communication:** development of project branding and media channels (websites, social media accounts), developing lay terms scientific communication material including podcasts, leaflets, posters, videos, press releases.
- **Dissemination:** writing scientific articles and presenting during conferences
- **Provision of training:** development and delivery of professional training for research ideation, proposal writing and project management.
- **Networking:** able to communicate with all actors involved in the innovation value chain, from research into end-user applications and commercial/industrial uptake, making connections between the different needs and expectations.

ORGANISATIONAL SKILLS

General

- Excellent organisation skills

- Efficient under pressure
- Committed and passionate
- Leader, motivated by challenges
- First-rate problem-solving skills
- Able to communicate with all stakeholders
- Positive and proactive attitude

MANAGEMENT AND LEADERSHIP SKILLS

Design, planning and implementation of collaborative international research projects:

- At Modus: development of > 20 proposals submitted mainly to H2020 European Funding programme, across all thematic areas (Excellent science, Industrial Leadership and Societal challenges, IMI, Europaïd, and EIT health) and project types (including ERC grants, training networks, Collaborative Research and Innovation & Innovation actions).
- At Kite: development of >30 proposals submitted mainly to FP7 and H2020 European Funding programme, across all thematic areas and project types with in-depth understanding of rules and regulations.
- Activities include: consortium building (systemic approach), concept development and assessment, writing of proposal in collaboration, development of budgets, completion of all required forms, submission on portal, as well as completion of Grant Agreement preparation process and Consortium Agreement negotiations.

Research and Innovation Management

At Modus: Project management delivered for H2020 projects across many sectors; At Kite: Project management delivered (either managed directly or overseen with team of project managers under my responsibility) for over 30 FP7 and H2020 projects across many sectors. Key experience gained includes:

- Communication: organising meetings (in person, remotely), chairing, writing up and follow upon actions. Effective communication via emails and telephone. Central point of contact of very large consortia (up to 36+ worldwide organisations).
- Quality Assurance and Reporting: completion and submission of scientific, technical and financial reports according to requirements. Organisation and delivery of reviews with funders to required standards.
- Financial management: setting up, implementing, monitoring and reporting on multi-annual budgets for multi-million projects.
- Risk management: pro-active identification, resourceful mitigation and mediation strategies.

Dissemination activities and stakeholder management

- Development of communication and dissemination strategies for funded projects taking into account full stakeholder system with all actors involved in the innovation value chain, from research into real world application, commercial uptake and users of results, making connections between the different needs and expectations.
- Development of communication and dissemination channels: website creation, social media accounts and content management
- Creation of communication content: podcast recording and editing, video creation and editing, design of press release, infographics, posters, newsletters, etc.
- Delivery of information services: information service delivered to identify opportunities for funding and tailored portfolio development.
- Delivery of training activities: training developed and delivered for project management activities, and proposal development at Universities in the UK and Belgium. Guest lecturer at Huddersfield Business school for Masters students.

Leadership and management

- Consortium management: development and maintenance of network of collaborators with global reach, across sectors (academia, industry, third sector) and scientific domains; leading consortia to develop successful proposals, leadership of consortia to implement funded projects.
- Business management: operations, HR, finance, marketing, Key Account Management, customer relationship, legal and administrative, devising and delivering a coherent strategy.

Intellectual property and innovation management

- Negotiating and implementing Grant Agreements, Consortium Agreements (including reviewing and implementing all CAs for a major UK university over 8 months), tender or service level agreement contracts, Memorandum of Understanding, and Non-Disclosure Agreements.
- Monitoring and assessing project results for protection, use and dissemination, including formal process for publication and ensuring Open Access.
- Leading the development and implementation of Plans for Use and Dissemination of results including strategies for exploitation of results and business planning.