

CURRICULUM VITAE



PERSONAL INFORMATION

Name	Lucia Telesca
Date of birth	04 December 1976
Nationality	Italian
Employer	National Research Council Institute of Methodologies for Environmental Analysis C.da S. Loya – Zona Ind.le – 85050 Tito Scalo (PZ)
Telephone	+39 0971 427258
Fax	+39 0971 427222
E-mail	lucia.telesca@imaa.cnr.it www.imaa.cnr.it
Role, Level	Administrative Collaborator, Level V

WORK EXPERIENCE

- 31/03/2015 to date
 - NATIONAL RESEARCH COUNCIL
INSTITUTE OF METHODOLOGIES FOR ENVIRONMENTAL ANALYSIS
Responsible for the Secretarial Administrative office**
 - Responsible for 7 employees in the department
 - Planning and reporting activities in support of the institutes management plan
 - Manage budget credits and debits
 - Make changes to the management plan
 - Manage all levels of Revenue Accounting: Forecast, Assessment, Ordering, Collection and Payment
 - Carry out full audits of expenses: Forecast, Commitment, Settlement, Ordering, Payment.
 - Manage Purchasing: acquisition of goods and services at national and international level (MEPA, tenders, checks on economic operators, management of transparency of public contracts)
 - Staff flow management.
 - Human Resource Management: administration of recruitment and selection processes (social security and insurance etc), attendance, holidays and sickness etc
 - Manage administrative reporting for Community and National projects.
- from 2006 to 2015
 - NATIONAL RESEARCH COUNCIL
INSTITUTE OF METHODOLOGIES FOR ENVIRONMENTAL ANALYSIS**
 - Responsible for administration of recruitment and selection procedures.**
Organisation and management of recruitment and selection procedures various employment contracts and for fixed-term employees, CTERs, scholarships, grants and collaborators etc.
 - Manage all procedures relating to awarding collaborative positions, the 14/11/2007 and s.m.i. Disiplinary prot PRESID-CNR n.6498 and any subsequent amendments, in particular the advertising of external appointments
 - Fulfill obligations relating to the establishment, transformation and termination of employment including mandatory communications abiding by the SAOL IT procedure (2007 Financial Law)

- Organise and archive documents regarding a variety of job adverts, employment contracts in line with Article 23 of the Presidential Decree 171/91, Art. 15 of the CCNL 07/10/1996
- Manage service outlets for temporary staff (collect, verify and forward to CNR Recruitment Office)
- Co-ordinate activities relating to social security content relating to the stipulation of research grants and work contracts (occasional, professional and co-ordinated and continuous collaborations)
- Activities relating to accidents / INAIL (register complaint, names of workers etc)
- Act as secretary in numerous selection processes

Technical and administrative support for the organisation, management, reporting and archiving of various European and national projects (EU VI Framework Programme, PO Basilicata FSE 2007-2013)

• Role and Responsibilities

**NATIONAL RESEARCH COUNCIL
RESEARCH AREA OF POTENZA**

Administrative Responsibilities

Co-ordination of administration activities for the management of common services for Institutes / sections relating to Research in Potenza

• from 2002 to 31/03/2012

- Administrate management activities using IT procedures (contracts directory, inventory, expenditure, missions, changes to PD's, economic funds)
- Authorized signatory for Research Area of Potenza
- Verify failures for c/o Equitalia for payment of orders over € 10.000
- Delegated responsibility by management to publish on the CNR website using SIGLA, all documents in line with art. 7 paragraph 6 Legislative Decree 165/2011
- Authorised user of the single-entry Social Security website (INAIL, INPS, CASSA Edile)
- Authorised user for the Home Banking procedure – Business Way BNL

• Roles and Responsibilities

Member of numerous commissions tender commissions

EDUCATION AND TRAINING

• 07/10/2002

• Name and type of training institute

• Main subjects

Economics and Commerce Degree

Salerno University – Economics Faculty

Administrative Law

Employment Law

Bankruptcy Law

Tax Laws

Economics and Business Management

Business Finance

Company Strategy

Project Management

Marketing

• 1995

• Name and type of training institute

Accounting Diploma

Commercial Technical Institute "F.S. Nitti" - Potenza

• 2001 - 2018

Numerous training courses and updates

Budgeting and Public Accounting

Human Resource Management

Basic Computer Science

PERSONAL SKILLS

MOTHER TONGUE

ITALIAN

OTHER LANGUAGES

- Reading
- Writing
- Oral

ENGLISH

SUFFICIENT

SUFFICIENT

SUFFICIENT

- Reading
- Writing
- Oral

FRENCH

ELEMENTARY

ELEMENTARY

ELEMENTARY

INTERPERSONAL SKILLS

Determined and reliable, excel in all working relationships, can work independently and as part of a team.

ORGANISATION AND
MANAGEMENT SKILLS

Excellent verbal and collaborative ability, able to work with diverse groups to carry out common objectives.
Highly experience in the organisation and co-ordination of people.

TECHNICAL SKILLS

Office suite of programmes, internet and specific management and accounting applications.

Data: May 2018