



## Curriculum Vitae Europass



### Personal information

First name / Surname **Anna Marino**  
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E-mail a.marino@epsilon-italia.it  
Nationality Italian  
Date of birth 28/06/1966  
Gender Female

### Work experience

Dates **From 06/05/2012 today**  
Occupation or position held Executive Assistant  
Main activities and responsibilities Organize and manage the routine work activities of the administrative department office and provide services to the administrator in the Office and other staff members.

She is administrative and organizzative responsible for several Innovation, Consulting and Research & Development projects carried out at International, National and Local levels. Main relevant projects she was responsible for:

- "Mac.Po.Fin.- MAteriali Compositi di POLimeri e Fibre Naturali", in co-operation with the University of Calabria (Chemistry and F.C Department – Mechanical, Energy and Managerial Engineering Departmentand) , ZLAB srl and Borrone srl, co-funded under POR Calabria 2007-2014, Sector 3 "Research, Teaching, University". The main project aim is to enhance the broom as raw material for the production of insulating panels, both thermally and acoustically, to be used in building industry and boating (<http://www.progettomacpofin.it>). Within this project she supported the coordination and management activities.
- "Master in Esperto di gestione integrata e sostenibile del ciclo acqua – energia nei sistemi di drenaggio urbano" - co-funded under PON 'Ricerca e Competitività 2007 - 2013' Decreto Direttoriale prot. N.1/Ric del 18 gennaio 2010 – n. PON01\_02543 - Decreto di Concessione del 28/10/2011 n. 886/Ric. Starting from the idea of an integrated approach to the water-energy cycle management in urban area, the project's aim was the definition of a service for resources use optimization (<http://www.giare.eu>). Within this project she supported the general Master secretariat and the stage organization.
- "smeSpire - A European Community of SMEs built on Environmental Digital Content and Languages", an FP7 Support Action funded by DG Connect of the European Commission, aiming to support geo-ICT European SMEs to capitalize the benefits of the INSPIRE Directive, led by Epsilon Italia with a consortium with 15 partners coming from 12 EU Member States ([www.smespire.eu](http://www.smespire.eu)). Within this project she supported the coordination and management activities.

Name and address of employer EPSILON ITALIA srl  
C/da Pasquali, 79 – 87040 Mendicino (CS)  
Tel. +39 0984 631949

Type of business or sector Services

Dates **2012/2013**

Occupation or position held Teacher

Main activities and responsibilities Teaching U.F.A Quality Management and U.F.A Theory and Methods of Social Research

Name and address of employer ISIM Calabria, Via Caduti del Lavoro - 88900 CATANZARO  
Tel. +39 0962 22607

Type of business or sector Training

Dates **From 01/03/2010 to 30/05/2012**

Occupation or position held Secretary

Main activities and responsibilities General secretariat responsible. Performing data entry tasks, printing certificates, billing

Name and address of employer DELVIT CHIMICA srl  
Via T. Arnoni, 19 – 87100 Cosenza

Type of business or sector General secretariat

Dates **From 07/07/2008 to 06/08/2008**

Occupation or position held Secretary

Main activities and responsibilities “Esperto In Pianificazione Sostenibile del Territorio”, co-funded under POR Calabria 2000- 20006 – Asse III Risorse Umane - F.S.E. – Annualita’ 2002-2003 - Misura 3.7 A - Cod. Corso 5. Within this project she supported the general Course secretariat and the stage organization.

Name and address of employer EPSILON ITALIA srl  
C/da Pasquali, 79 – 87040 Mendicino (CS)  
Tel. +39 0984 631949

Type of business or sector Training

Dates **2003 - 2007**

Occupation or position held School secretary

Main activities and responsibilities Relations with the public and with the parents of the pupils; telephone contact with customers, management practices deadlines, management agenda management appointments, ordinary accounting management (eg. invoicing), technical support activities of a teacher concerning the teaching activities and associated relationships with students; preparation of materials and tools for teaching experiences; entering data into the computer; realization of the evaluation grids. Contact management system business quality and personal update.

Name and address of employer C.D.S. “La casa dello studente”  
Private school  
Via Medaglie d’oro, 74 – 87100 Cosenza

Type of business or sector Quality Manager, General Secretary, Administrative Secretary

Dates **2001 - 2003**

Occupation or position held Cashier

Main activities and responsibilities Manager and staff coordinator salesperson and cages; Use of software for the storage of bar codes of the products to allow the passage at the checkout; responsible for orders from wholesalers and suppliers.

Name and address of employer The King of Party srl  
Via R. Montagna – 87100 Cosenza

Type of business or sector Business

Dates **1996 and 2000**  
 Occupation or position held Postman for a fixed term  
 Main activities and responsibilities Mail delivery  
 Name and address of employer Poste Italiane – filiale di Cosenza  
 Type of business or sector Distribution

Dates **1998-2000**  
 Occupation or position held Assistant Editor  
 Main activities and responsibilities Relations with the public and especially with customers; Collection and processing advertisements; inserting ads for both the print edition of the newspaper for that on line; general accounting; management practices deadlines, managing calendar appointments direction; selling advertising space.  
 Name and address of employer Mercatone Shopping newspaper classified ads (currently only based in Reggio Calabria)  
 Type of business or sector General secretariat, Drafting

### Education and training

Dates **1990**  
 Title of qualification awarded Diploma of “Esperto marketing”  
 Principal subjects/occupational skills covered Marketing Techniques  
 Name and type of organisation providing education and training ICA di Bari  
 Dates **1986**  
 Title of qualification awarded Diploma of Scientific Maturity  
 Principal subjects/occupational skills covered High School  
 Name and type of organisation providing education and training Liceo Scientifico Statale “S. Valentini”  
 Castrolibero (CS)

### Personal skills and competences

Mother tongue(s) **Italiano**

Other language(s) **1) French**  
**2) English**

Self-assessment <i>European level (*)</i>	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
<b>Lingua</b>	1	B1	1	B1	1	B1	1	B1	1	B1
<b>Lingua</b>	2	A1		A1		A1		A1		A1

(\*) *Common European Framework of Reference for Languages*

Social skills and competences Great adaptability. Developed capacity for public relations. Excellent communication skills and interaction within a group.

Organisational skills and competences Excellent organizational skills and coordination.  
 Excellent problem solving skills

- Technical skills and competences** The skills and acquired technical skills allow the support, coordination and management of the secretariat in all the following areas:  
administrative / accounting / organization;  
Management / information;  
relational / communicative.
- Computer skills and competences** Knowledge of Microsoft applications and Office, especially Excel. Knowledge based image Processing tools. Excellent navigation skills Internet
- Driving licence** Italian Driving Licence B