



PERSONAL INFORMATION

**Stefania Scatigno**

✉ stefania.scatigno@cmcc.it

Nazionalità Italiana

WORK EXPERIENCE

April 2014 - present

**Human Resources Admin**

Fondazione Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC). Via Augusto Imperatore 16, 73100 Lecce

- Support the Human Resources Department;
- User support for compilation of presence sheets and regulations on working hours;
- Collection of attendance sheets and all the related documents;
- Monthly order the meal ticket;
- Draft new contract. Liaise with the Consultant Labour for the as foreseen by the Law;
- Recruitment announcement publication;
- Management of recruitment documents;
- Draft Service Certificate, verify and update employees personal status;
- Health&Safety;
- Appointment and management of Scientific Managers and Project managers of research projects;
- Any additional task as assigned by the HR Function Coordinator.

Human Resources Admin – Scientific Research

October 2008 - February 2009 **Administrative Clerk**

Unlb – United Nations Logistic Base in Brindisi, Aeroporto militare "O.Pierozzi", Piazza del Vento n. 2-72100 Brindisi

- Maintain an accurate and updated record of Local Staff certified/uncertified sick leave, CTO and annual leave into the Field Personnel Management System;
- Check the personal folder of Local Staff attendance sheets;
- Liaise with Local Staff on sick leave reports and other relevant personal issues;
- Process Medical Local Staff reimbursements and prepare all relevant files to be submitted for the approval of the CCPO.

Human Resources Function

2006 - October 2008 **Administrative Clerk**

Employment Agency Temporary Spa at Unlb – United Nations Logistic Base in Brindisi

- Manage the employees, about sixty;
- Advertise new vacancies on different work related web-sites;
- Pre-select cv of qualified candidates in order to create an appropriate roster to submit to various Supervisors;
- Draft new contract and update old contract (extend or terminate). Administer all contracts doing the follow up;
- Liaise with relevant Italian Authorities as foreseen by the Law;
- Update the employees database archive, by inserting all information regarding their status, contract and personal issues;
- Member of the interview panel.

EDUCATION AND TRAINING

Sep 1998 - Nov.2002 Scienze dell'Educazione - Esperto in processi formativi (Laurea Quadriennale)

University of Bologna, Zamboni n.34 Street, Bologna

- Sociology, Pedagogy, Philosophy
- Knowledge about the Italian labour, and the different field

PERSONAL SKILLS

Mother tongue Italian

Other language

ENGLISH

Communication skills

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Interaction	Spoken Production	
ENGLISH	B1	B1	B1	B1	B1

Organisational/managerial skills

Good problem solving attitude.  
 Good communication skills gained through my work experiences.  
 Excellent skill to work into international contest and people with different culture.

Job-related skills

Predisposition to teamwork and to work by priority.  
 Determination in achieving the pre-established objectives.  
 Proactive approach.

Computer skills

Excellent knowledge of MS Office.  
 Good knowledge of the Mac OS operating system.

*I consent to the use of my personal data in accordance with the provisions of decree 196/2003*

Lecce, 27/06/2018