

Marco Vannini



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WORKING EXPERIENCE

- april-2022 Working as a management technician and event organizer at the **CMCC Foundation** (Centro Euro-Mediterraneo sui Cambiamenti Climatici) based in Viale C. Berti Pichat 6/2 40127 Bologna: <https://www.cmcc.it/it>
- march-2016
march-2022 Working as a specialist in the administration department of the Institute of Organic Synthesis and Photoreactivity of the National Research Council, based in via Gobetti 101, 40129 Bologna: <https://www.isof.cnr.it/>
- **Office secretary:** transversal skills, drafting of selection calls, front-office activities, payroll (research fellows), preparation of orders, management of meal vouchers;
 - **Reporting of National/European projects** (grant-office): expense report, work-force, representation, purchase of materials, time sheets, organization of events;
 - **Prevention and Protection Unit contact person:** intermediary between the Institute and the UPP in collecting documentation, updating the database, organizing medical examinations and five-year clinical checks.

SCHOOL

- september-2010
july-2015 High School Graduation "**Administration, Finance and Marketing**", at the I.I.S. Archimede in San Giovanni in Persiceto BO.

AWARDS

- january-april
2014 Diploma "**Young Business Talent**"
Participation to a simulation project of a 4-month period using the "MMT Simulator Praxis" organized by the multinational company "NIVEA" – based in Milan.

SKILLS

Languages: italian (tongue mother), english: **B2 speaking C1 understanding**.

TOOLS:

Windows office package (word, excel, power point): intermediate level;
CMCC programs: RDS, MONDAY: intermediate level;
CNR programs: INTRANET (data-base and national/european project management), WEBRAINBOW (IT protocol), SIGLA (accounting program), ePAS (personnel attendance management program): advanced level;

HOBBY / PASSIONS

Go-Kart agonistic driver at national level: (Good theoretical and practical knowledge of the engine and electronic collegates sectors);

My biggest passion are road-trips travels.