

## PERSONAL INFORMATION



## Loredana Cocola De Matteis

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Sex female | Date of birth 11/06/1974 | Nationality Italian

## WORK EXPERIENCE

From 2022/04/01 to today

### Division Manager “ISCD - Information Systems for Climate Science and Decision-Making”

**Fondazione CMCC – Centro Euro-mediterraneo sui Cambiamenti Climatici**

- Management of administrative practices relating to Research Division ISCD;
- Management of National and International projects;
- Project Manager of :
  - “EFFICIENT BUILDINGS”;
  - “ETC CA 2022 - European Topic Centre on Climate change adaptation and LULUCF 2022-2026”.

Business or sector Scientific Research on Climate Change

From 2012/01/02 to 2022/03/31

### HR Expert

**Fondazione CMCC – Centro Euro-mediterraneo sui Cambiamenti Climatici**

- Management of administrative practices relating to labour contracts;
- Interface with Labour Consultant and Accounting for preparation, monitoring and settlement of periodical pay slips;
- Front End CMCC employees and management of individual requests;
- Support the Management of National and International projects;
- Support and HR Reporting to Management and other CMCC functions (Communication, Fund Raising, etc.);
- Support Personnel Cost Reporting on Projects;

Business or sector Scientific Research on Climate Change

From 2008/02/01 to 2012/12/31

### Labour Consultant

**Freelance job**

- Personnel management and administration;
- Payroll processing and related obligations
- Tax Assistance Center (730, Unico, RED, ISEE models)

From 2007/03/05 to 2011/01/31

### HR Expert

**AREA SISTEMA CASARANO E COMUNI ASSOCIATI**

**Pzza San Domenico, 1, - Casarano (LE)**

- Drafting of contracts;
- control of personnel costs on projects;
- monitoring and reporting of expenses on funded projects and inclusion in MIRWEB.

Business or sector Funded projects for the innovation and development of the Public Administration.

From 2006/11/23 to 2007/01/17

**HR Specialist****DELTA S.p.A., Via Cairoli, 9 - Bologna**

- Balancing of presences, calculation of daily allowances and reimbursement of expenses

**Business or sector** Credit and financial services.

From 2005/12/05 to 2006/10/31

**Hr Specialist****MANUTENCOOP SOCIETÀ COOPERATIVA,  
Via Poli, 4 Zola Predosa (Bologna)**

- Communications regarding the hiring, transformation and termination of employment contracts;
- management of employee pay data;
- accident reports at work and related obligations;
- compilation MOD. DS 22 and DL 86/88 BIS;
- entry into SAP of worker absence and presence data and execution of the LOG (transfer of information from SAP to AMPASTI or payroll and salary administration program).

**Business or sector** Environmental Hygiene, Construction, Cleaning and Multiservices

From Oct 2003 to Oct 2005

**Internship of Labour Consultant****Studio Tributario Toma Adalgisa - Via Roma, Maglie (Le)**

- Payroll processing; obligations relating to personnel administration

**Business or sector** business consultancyFrom March to July of the years  
2005 - 2004 - 2003**Full-time fixed-term contract****Teorema Srl – Caf Cgil, Via Corazza 7/7 Bologna**

- Drafting of Model 730;
- RED Models Processing;

**Business or sector** Fiscal AssistanceFrom January 2003 to March  
2003**Stage****ENEL Distribuzione Spa – Bari**

- Assistance in the selection of personnel and continuous training of managers;
- Inclusion of training in SAP HR / 3;
- Study of the legislation for the protection and support of maternity and paternity and for the protection of the disabled. Subsequent integration with company bargaining. Elaboration of a single reference text.

**Business or sector** Energy

From Sep 2001 to Mar 2002

**Collaboration****INTEC - Corigliano d'Otranto**

- Implementation of the quality management system according to ISO 9001: 2004 and adaptation to VISION 2000;

**Business or sector** business consultancy**EDUCATION AND TRAINING**

From 2008/02/26 to 2012/12/31

**Labour Consultant enrolled with the Register of the Province of Lecce under no. 725**

Qualification to exercise the Profession of Labour Consultant obtained at the Regional Directorate of Labour for Puglia in Bari.

From Sept 2002 to Dec 2002

**Master in "Project Management and Organizational Development"**

(250 hours) **Tools"**  
 Principles of Communication, Marketing, Public Relations, Organization and Quality, Coordination of Financial, Material and Human Resources, Personnel Management and Administration  
 Centro Studi "Comunicare l'Impresa" - Bari

From Sept 1996 to Jul 2001 **Degree in Political Science - University of Bologna**  
 Thesis in Organization Psychology "Information, autonomy and group for organizational development", supervisor Prof. Paola De Vito Piscicelli

1995 **Commercial High School Diploma**  
**ITC "A. De Viti De Marco " Casarano LE**

**PERSONAL SKILLS**

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
French	A2	A2	A1	A1	A1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

Communication skills good communication skills. Empathic listener and persuasive speaker. Speaking inn public, to groups or via electronic media.

Organisational / managerial skills leadership and competitive attitude. Teamwork, problem solving skills and critical thinking  
 Computer skills good command of Microsoft Office™ tools. Knowledge of Google Drive, Email, internet research.

Other skills Photography and travelling  
 Driving licence B

**ADDITIONAL INFORMATION**

I have developed an aptitude for working on projects, the ability to operate independently and manage times, processes and objectives, motivating colleagues and external consultants in a positive and confident atmosphere.

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04/05/2022