

PERSONAL
INFORMATION

Milena Cagnazzo



Sex

| Date of birth

| Nationality

WORK EXPERIENCE

From November 2022 – ongoing

Head of HR and Organization**Fondazione Centro euro-Mediterraneo sui Cambiamenti Climatici** - via M. Biagi, 5, CAP 73100, Leccewww.cmcc.it

Coordination of the following areas of the Human Resources and Organization Function (consisting of other 12 employees):

- HR Admin: management of administrative practices relating to the Life Cycle of employees and collaborators, Total Compensation, Travel and Reimbursements, HR IT;
- Labour relations: Employee and Union relations;
- Talent Management: Talent Acquisition and Development; D&I;
- Process Innovation: Process Innovation and Change Management; Regulations and Procedures (ISO9001);
- Health & Safety.

From July 2007 – to October 2022

HR Function Manager**Fondazione Centro euro-Mediterraneo sui Cambiamenti Climatici** - via Augusto Imperatore, 16, CAP 73100, Leccewww.cmcc.it

Managing and operational activities within the following areas of the the Human Resources Function (consisting of other 6 employees):

- Management of administrative practices relating to the establishment and termination of labor contracts;
- Interface with Employment Consultant and Accounting for preparation, monitoring and settlement of periodical pay slips;
- In-depth legal and administrative implementation;
- Updating and implementation of HR procedures;
- Front End CMCC employees and management of individual requests;
- Support and HR Reporting to Management and other CMCC functions (Communication, Fund Raising, etc.);
- Recruitment and selection of administrative staff and support to the same processes for scientific divisions;
- Immigration procedures for foreign contractors;
- Support Personnel Cost Reporting on Projects;
- Support technical-scientific management of research projects;
- Disciplinary actions;
- Health&Safety;
- Travels and Reimbursements.

Business or sector Scientific Research

From April 2006 - To June 2007

HR Administration Manager

IBM Italia SpA - Circ. Idroscalo, CAP 20090 Segrate (MI)

www.ibm.it

Coordination of 15 employees assigned to the management of IBM Italy Personnell admin practices

Business or sector Information Technology

From Dec 2001- To March 2006

Employee & Industrial Relations Professional

IBM Italia SpA - Circ. Idroscalo, CAP 20090 Segrate (MI)

www.ibm.it

Labor disputes and disciplinary actions, italian laws/rules updates/interpretations/in-depths, monitoring of company compliance with italian law/rules and internal procedures, trade union procedures relating to restructuring plans and transfers of business units; Unions relations within the application of CCNLM and company bargaining, monitoring the business climate.

Projects followed:

- monitoring of company compliance within italian rules and regulations pertaining to Disabled People Placement (relationships with external organizations, finalizing Hiring projects in collaboration with the Province);
- Monitoring of company compliance within italian rules and regulations pertaining to Temporary Work (authorizations new contracts after verifying regulatory compliance);
- Focal Point for Italy within activities related to the management of the business climate (by the Italian version of the attitude survey, creation of, and participation to initiatives designed to address the business climate);
- participation to Early Retirement Incentive Programs (participation in negotiations with unions, verification of subsistence requirements, individual conciliations' management) ;
- **September 2002 - May 2003**: management from the standpoint of I/ER corporate Joint Commission on the Private Car Mileage for use.
- **October to December 2002**, participation in the project *Teleworkable* (for a better and more effective integration of the handicapped into the labor market) in collaboration with Assolombarda and under the patronage of the Minister for Innovation and Technologies.
- **November 2004 - December 2004** : I&E/R Focal Point for the company Albis SpA in the transition phase related to the merge by incorporation into Sistemi Informativi SpA, both owned by IBM.

Business or sector Information Technology

From 19 to 20 November 2004

Teacher

OMNIA Gestione Risorse Umane - via Larga, 8, CAP 20100 Milano

Participation to a short Personnel Administration Master with a presentation on the last labor reform (L. Biagi)

Business or sector Labour Services and Consultancy

From April 2006 - To June 2007

Trainee

IBM Italia SpA - Circ. Idroscalo, CAP 20090 Segrate (MI)

www.ibm.it

Assistance and support in an EU IBM Compensation project; sporadic collaborations with the function of Industrial and Employee Relations; Analysis at european level of IBM business climate

Business or sector Information Technology

EDUCATION AND TRAINING

From Nov 1999 - To Sept 2000

Master in Organization and Human Resources Management

ISTUD - Istituto Studi Direzionali di Stresa in partnership with the Università Cattolica Sacro Cuore in Milan.

HR Hiring and Recruitment, HR Administration, Industrial & Employee Relations, corporate organizations and reorganizations, management of resistance to change, surveys on business climate, disciplinary actions, compensation policies

From Nov 1992 - To July 1999

Degree in Philosophy

Università degli Studi di Bologna - Facoltà di Filosofia (indirizzo psicologico)

History of Philosophy, Philosophical Hermeneutics, Cognitive Psychology, Italian Literature, History of Christianity

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
French	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Good communication skills gained through my experience as People Manager and as HR Focal Point

- Organisational / managerial skills** Passion for process design and for the study of the margins of their optimization.
Leadership (currently responsible for a team of 6 people and in the past responsible for a team of 15 people)
- Computer skills** Good command of: Microsoft Office™ tools (Word, Excel, PowerPoint); Lotus SmartSuite application programs (Notes, Wordpro, 1-2-3, Freelance Graphics); Mozilla tools (Firefox, Thunderbird); Windows and MAC operative systems.
- Driving licence** B

Lecce, 10/12/2021