
CURRICULUM VITAE ET STUDIORUM

DI

NAPOLITANO ANTONELLA

PERSONAL INFORMATION

Name & Surname	ANTONELLA NAPOLITANO
Date of birth	15/10/1985
Place of birth	AVELLINO (AV)
Nationality	ITALIANA
Civil Status	SINGLE
Codice Fiscale	NPLNNL85R55A509L
Residence	VIA GAUDIO, 1 TUFINO (NA)
Domicile	VIA LIBERTA', 9 CAMPOSANO (NA)
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PROFESSIONAL EXPERIENCE

From 01/03/2011 to today	Management Collaborator at CNR – Combustion Research Institute of Naples - Via Diocleziano, 328. Tasks: support to managing orders; invoice management; management of scholarships and research funds (preparation of announcements and related documentation, uploading contracts, creation of reports regarding expenses and fees); Expense reports of research projects; Management of press reports; Management of shipment services; Grant Holder Manager/Administrator of COST Project (Action CM1404), Carrying out procedures regarding student and researcher international mobility.
From 01/12/2009 to 19/06/2010	Teacher of Economy practices regarding Community Centers – Teaching code no. C110 at Istituto Tecnico per le Attività Sociali “Kolbe” in Nola (Na).
From 04/08/2008 to 04/08/2009	Winner of a competitive exam for a job contract as Technician at CNR – Mediterranean and Middle East Office at Centro Direzionale, IS G1 Via G. Porzio, 4 (Naples). Tasks: Support to the organization of international meetings; Carrying out procedures regarding students', researchers' and scientists' international mobility; Support to the activities regarding the development of scientific and technological cooperation; Processing statistic data regarding the scientific and technological cooperation.
From April 2007 to December 2007	Freelancer at CNR – Mediterranean and Middle East Office at Centro Direzionale, IS G1 Via G. Porzio, 4 (Naples). Tasks: Collaboration to the organization of thematic workshops for the European Community “ <i>Scientific and Technological Results Exchange Network</i> ” (STREN); Collaboration to the management activities regarding the STREN project; Collaboration to the drafting of the “ <i>Management Report</i> ” and the “ <i>Activity Report</i> ” of the STREN project; Collaboration to an <i>assessment</i> of the activities for the Mediterranean of the CNR; Compiling assessment forms for the Commission of Experts for the Scientific Assessment of the Bilateral Agreements between the CNR and similar institutions in the Third World Countries of the Mediterranean; Participation in planning visits for the Tunisian food and agriculture experts at the CNR – ISA (Institute of Food Science) in Avellino and at CNR – ICTP (Institute of Chemistry and Technology of Polymers) in Pozzuoli.

From 14/09/2006 to 28/02/2007	Management Assistant at Istituto Tecnico per Geometri “Luca Pacioli” in Nola (Na) – Via San Massimo, 180. Tasks: Organization, preparation and compilation of accounting and management documents of the school according to the instructions given; Direct collaboration with the head of management substituting him when necessary; managing the archive and registry records; Relations with the students and the general public; Responsible for holding and checking warehouse records regarding incoming and out-coming material ; Responsible for library services such as checking stored material and its state of preservation; Activities regarding the coordination of various operators belonging to similar sectors; Support to management of educational initiatives, planned by the school board.
From February 2005 to March 2007	Internship at Studio PEGASAN - Accountant Scala Gaspare in Camposano (Naples), Via A.Diaz, 39. Tasks: Secretary, Calculating and recording invoices, Simple and ordinary bookkeeping, First accounting entry, Compiling double entry accounting, Filing tax documents, Working with accounting programs, Compiling tax, financial and income statements.

PROFESSIONAL TRAINING

Sept. 2016	Training Course “ <i>PDGP 2017-2019 accounting compliances at the financial year end 2016</i> ” at National Research Council.
Sept. 2016	Training Course “ <i>HORIZON 2020: reporting expenses</i> ” at National Research Council
July 2016	Training Course “ <i>Procedures of entrustment of services and provisions in compliance with D. Lgs. n. 50/2016</i> ” at National Research Council.
June 2016	Training course “ <i>CNR bookkeeping rules</i> ” at National Research Council.
May 2016	Training course “ <i>Writing and communicating administration deeds</i> ” at National Research Council.
March 2016	Training course “ <i>Value added tax and employee tax and welfare fund management</i> ” at National Research Council.
January 2016	Training Course “ <i>From protocol to dematerialization of management documents</i> ” at National Research Council.
March 2014	Seminar “ <i>The Unique Code System in the fields of training and research</i> ” at National Research Council.
July 2012	Informational Day regarding “ <i>Contracts of the 7 P.Q.s.: Management, Financial Reports and Union Assessments</i> ” at National Research Council.
March 2012	Training Course “ <i>Application of tax laws to management procedures regarding management of research activities</i> ” at National Research Council.

EDUCATION AND TRAINING

2016/2017	Mastering in Business and Corporation Management at Pegaso Telematic University.
2015/2016	Degree in Opera Singing at Conservatorio di Musica “G. Martucci” in Salerno; mark 110/110 cum lauda.
2016	Trinity ISE2 – English language certification - at Centro Studi Jus Trinity in Caserta.
2012/2013	Diploma in Singing at Conservatorio di Musica “G. Martucci” in Salerno; mark 10/10.
2011/2012	Diploma in Piano at Conservatorio di Musica “Domenico Cimarosa” in Avellino; mark 8/10.
2010	B2.1 – 7th grade Trinity ESL certification

2008/2009	University degree in Travel Business Management at Università degli Studi di Napoli “Parthenope”.
2008	European Certification for Computer Skills “ECDL” at Mediterraneo Formagement Formazione E Gestione A.N. in Nola.
2006-2007	Secondary Vocational School Diploma in Social Activities – Orientation Management of Rehabilitation Center at ITAS Vittorio Emanuele II Napoli; mark: 90/100.
2003-2004	Secondary Accademic School Diploma in Scientific and Math Studies at Liceo Scientifico Statale “E. Medi” in Cicciano; mark 92/100.
2003	5th grade Trinity ESL Certification at Harrow – Trinity College in London.
2002-2003	High School Student Training course 350 hours with the objective to create and manage a virtual business with the association IG STUDENTS at Liceo Scientifico “E.Medi” in Cicciano.
2000	Enhancement course in English language at “Writtle College” Chelmsford.

COMPUTER AND LANGUAGE SKILLS

Good knowledge of Microsoft Office (Word, Excel, Power Point, Access, Outlook Express), other computer systems Windows XP and previous versions, extremely familiar with Internet and basic knowledge of graphic applications (Photoshop).

Good knowledge of the English language, both spoken and written.

COMMUNICATIVE AND RELATIONAL SKILLS

Excellent communicative and relational skills developed during different working experiences.

ORGANISATIONAL SKILLS

Excellent organizational skills acquire during the organization of workshops. Predisposition for group work, an inclination matured participating in team projects. Excellent listening skills.

PERSONAL INTERESTS

PIANO PLAYING	Diploma at Conservatorio di Musica “Domenico Cimarosa” in Avellino.
SINGING	Diploma at Conservatorio di Musica “G. Martucci” in Salerno.
DANCING	Diploma in ballet and modern jazz at Studio Dance by K.R. di Katia Romano in Cicciano.
THEATRE	Actress with theatre group in Tufino “O’ spassatiemp” led by Francesco Tortora.

DRIVER’S LICENSE

Automobile – License category B

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