

EUROPEAN FORMAT

FOR THE L

CURRICULUM VITAE

PERSONAL INFORMATION

Name Address Phone

GAGGIANO CARMELA

Fax E-mail

Nationality

Date of birth

WORK EXPERIENCE

- Dates (from – to)
- Name and address of the

employer

- Type of company or
- sector

- Type of employment

- Main tasks and
- responsibilities

Gaggiano Carmela

From 04/05/2026 - currently ongoing

REGIONAL FOUNDATION FOR BIOMEDICAL RESEARCH (FRRB) Legal headquarters Piazza Città di Lombardia n. 1 20124 Operational offices Milan: Palazzo Lombardia, Piazza Città di Lombardia, 1 20124 Brussels: Casa della Lombardia, 2, Place du Champ de Mars, 1050 Brussels The Foundation aims to promote, in the Life Sciences sector, scientific and healthcare research within the territorial area of the Lombardy Region.

Administrative assistant full-time fixed-term;

Support for all administrative activities within the Administrative Area; Preparation, organization, accounting and control of mission costs, travel and representation expenses in line with limits set by regulations/procedures; Management of internal meetings (agenda, minutes, distribution of documentation to participants and related archiving); Layout preparation of workstations and offices using related platforms; IT contact for handling IT-related reports; Management of incoming and outgoing correspondence, both paper and digital (PEC) and related filing;

Preparation,

review,

protocolling,

archiving

(digitally and in hard copy) of acts and administrative provisions, typing and proofreading of texts and documents, preparation of communications and invitation letters; Management of communication with the reception and mail office; Support for organizing Consensus meetings and events in

general;

Support to the Quality Management System Manager and the Compliance Function in activities related to updating and disseminating procedures and regulations; Managing relationships with external contacts, suppliers, and employees of the Regional Foundation for Biomedical Research with regard to tools and IT equipment; Arranging meetings at the offices of the corporate bodies; Collaborating with the Head of the Prevention and Protection Service (RSPP) and the Workers' Safety Representative (RLS) for activities related to employee safety in the workplace and mandatory health checks;

Public contracts: Manage the workflow related to procedures for the award of supplies and services of the Regional Foundation for Biomedical Research, pursuant to Legislative Decree 36/2023, through the use of sector-specific telematic platforms (e.g., Sintel, Consip, etc.); Draft requests for bids and award decrees; Create and manage, up to the final award, tender procedures on the Sintel and acquistinretepa e-procurement

platforms; Request the CIG in coordination with the RUP; In the case of Framework Agreements (Conventions), create the supply orders and submit them for approval to the Ordering Party; Manage contacts with the supplier before and after the award (request for quotation, sending the contract for signature or other documents resulting from the award, exchanging communications to agree on delivery in the case of supply of goods, etc.); Archive documentation in the FRRB cloud; Formal and substantive control related to the award of supplies, services, and consulting services of the Regional Foundation for Biomedical Research; Keep the annual checklist, schedule of deadlines, and register updated suppliers;

Personnel: Collaborate with the Head of the Administrative Area in managing activities related to the operational and financial aspects of employees' work performance; Maintain relationships with the Employment Consultant and serve as a liaison between the latter and employees; Manage the Attendance Management Platform and the associated Master Account; Archive documents related to the process for defining and assigning performance objectives and the related updates, with coordination with the Administrative Area Manager function for the financial part;

2

From 08/04/2024 to 31/01/2025

- Date (from – to)

Report any platform malfunctions to the Labour Consultant; Manage and act as secretary for personnel recruitment procedures, from the public notice to the final ranking, to the signing of the employment contract, in connection with the Administrative Area Manager.

STUDIO GARBELLI Via Fratelli Bandiera, 16 - 29015 Castel San Giovanni (Pc); VAT 01650150335. Labour Consultancy Studio

- Name and address of the

employer

- Type of company or

sector

Human resources specialists - hired with a full-time and permanent contract;

- Type of employment

- Main duties and

responsibilities

From 01/01/2024 to 07/04/2024

- Date (from – to)

- Name and address of the

Use of the JOB Sistemi software; Drafting articles and studying normative updates in labor law; Preparation and management of documentation relating to the employment relationship (hiring, transformation, extensions and terminations on the regional SARE platform); Import, upload and monitoring of attendance; Processing of payroll for employees and collaborators; Monthly data verification and balancing of company data; Check of operational deadlines and individual administrative and personnel management activities; Preparation of gross/net cost projection; Preparation and sending of Form 770; Sending ENPAIA declaration; Completion and submission of construction site declarations via MUT; Preparation and sending of Form F24; Handling and sending of ENPAIA declarations; Maintenance of relationships and correspondence with clients, with trade unions and relevant bodies; Management of incoming/outgoing emails and switchboard; Advisory services to companies on labor law and contractual matters with calm and empathy; Management and organization of the studio's digitalization process.

STUDIO GARBELLI Via Fratelli Bandiera, 16 - 29015 Castel San Giovanni (Pc); VAT 01650150335.

employer

- Type of company or

Labour Consultancy Studio

sector

Occasional intellectual work activity

- Type of employment

- Main duties and

responsibilities

Gaggiano Carmela

3

Drafting articles on regulatory updates; Conducting a research on Gender Equality Certification for the Regional Equality Councillor;

- Date (from – to)
- Name and address of the

employer

- Type of company or

Study of normative novelties in labor law; Creation of infographics on current topics in the field of work; Management of email and the switchboard in inbound and outbound;

From 21/03/2022 to 20/03/2023 FEDERATION OF INDUSTRY CRAFTSMANSHIP FOR ADMINISTRATIVE SERVICES Strada Ponte Caprazucca, 6/A – 43121 Parma (PR), VAT no. 00802400341.

Administration and management of personnel at 360°

sector

Payroll and wages clerk - hired with a full-time and

- Type of employment

fixed-term;

Use of the ZUCCHETTI management software; Creation and update of employee personal data; Importing, loading and monitoring attendance; Processing employee and collaborator payslips; Monthly reconciliation of company data; Management of F24 form for social security contributions and taxes on AGO platform; Management and submission of the Cassa Edile declaration via MUT; Management and submission of UNIEMENS form; Preparation and completion of model 770; Drafting of gender equality report; Personnel budget; Preparation of gross/net cost projection; Enrollment and management of company pension and supplementary welfare funds; Management of corporate welfare; Relationship with INPS – INAIL – INL – Cassa Edile; Application of regulations and knowledge of main CCNLs; Organization of company and employee documentary archive; Consulting with companies on labor law and contractual matters with calm and empathy.

- Main duties and

responsibilities

- Date (from – to)
- Name and address of the

employer

- Type of company or

sector

- Type of employment

From 28/06/21 to 10/01/2022 UNIONE PROVINCIALE AGRICOLTORI Via Francesco Magnani, 6 – 43126 San Pancrazio (PR), Tax Code 80004070340.

Trade Union Organization representing agricultural enterprises (Confagricoltura)

Payroll and contributions clerk – hired with a full-time and fixed-term contract

- Main duties and

Use of the ZUCCHETTI management software; Entry of employee personal data; Importing, uploading and monitoring attendance; Processing payslips; Coordinating illness certificates;

responsibilities

Page 4 - Curriculum vitae of

Gaggiano Carmela

Organize DURC requests; Manage mandatory communications in a contractual context (hiring, conversions, extensions and terminations); Arrange and take care of payroll office filings in the archive; Manage the switchboard and email both incoming and outgoing; Interact in person with clients; Provide consultancy in employment and contractual matters.

From 08/03/2021 to 05/05/2021 SVM CONSULTING S.R.L. Via Wagner Richard, 3 – 43126 Parma (PR), VAT No. 02397070356.

- Dates (from – to)

- Name and address of the

employer

Business Consulting Company

- Type of company or

sector

Payroll clerk – hired with a TRAINING INTERNSHIP contract with ISTAT profile “Payroll clerks” and SRQ qualification “Accounting Technician” for a fixed term; Skills formalization and certification system (SRFC) FORM.ART. Company

- Type of employment

Consortium VAT No. 04260000379.

Use of the TEAMSYSTEM management system; Entering employee records; Administrative management of the employment relationship using the

- Main tasks and

responsibilities

regional program SARE; attendance monitoring; Payroll slip processing;

Import, upload and

Submission and request for Wage Guarantee Fund (CIGO - CIGD - AO) and sending Form SR41; Request for installment/extension payments; Sending UNIMENS; Completion and sending of construction reports through MUT; ABACO reporting; Sending EST Fund; Completion and sending of the F24 form; Management of email and the switchboard incoming and outgoing; Study of regulations and frequent updates in the field; Knowledge of the main CCNL.

- Dates (from – to)

From 17/07/2020 to 28/09/2020

- Name and address of the

ROBERTA ZARDI Via Toscana,45/1– 43120 Parma (PR), Tax code ZRDRRT76S68G337C.

employer

- Type of company or

Labour Consultancy Firm

sector

Page 5- Curriculum vitae of

Gaggiano Carmela

Payroll processing assistant – hired under a fixed-term employment contract with an ISTAT profile “Administrative Operator” and SRQ qualification “Executive secretary Administrative Operator”; SRFC competency formalization and specification system ECIPAR of Parma Consortial Company VAT 01943460343.

Use of the INAZ management software; entering employee records; administrative management of the employment relationship using the regional SARE program; import, upload and monitoring of attendance; processing pay slips; completion and submission of the F24 form; completion of model 770; management of email and the incoming/outgoing switchboard; study of regulations and frequent developments in the field; knowledge of the main national collective labor agreements (CCNLs).

- Main duties and

responsibilities

From 27/06/2020 to 10/07/2020

- Dates (from – to)
- Name and address of the

OVS S.P.A. Via Marco Emilio Lepido, 66–43123 Parma (PR), Tax code 04240010274.

employer

- Type of company or

Clothing store

sector

Sales assistant – hired under a full-time fixed-term contract for maternity replacement.

- Type of employment
- Main duties and

Cash register balancing activities at opening and closing; Care of product presentation; Setting up the display shelves for sale according to company directives; Picking, packaging, pricing and applying anti-theft devices on merchandise; Advising customers on products/items that best meet their needs based on their budget and requirement; Customer surveillance (merchandise theft control); Cleaning and tidying the environment while respecting entry limits according to government provisions related to the COVID-19 emergency; Restocking articles on shelves from fitting rooms; Organization of warehouse and stock.

responsibilities

From 10/01/2020 to 09/03/2020

- Date (from – to)
- Name and address of the

employer

- Type of company or

sector

- Job type
- Main duties and

responsibilities

- Date (from – to)

From 17/12/2019 to 03/01/2020

- Name and address of the

employer

- Type of company or

sector

SCARPE & SCARPE Via Ing. Adolfo Mazza, 50 – 27054 Montebello della Battaglia (PV), VAT No. 10700280018. Footwear store

Specialized footwear sales operator – hired with a TRAINING (INTERNSHIP) contract activated through the Adecco Agency in Voghera.

Management of the cash register at the beginning and end of the evening; Welcoming customers, listening to their needs and assisting with purchases; Directing the customer to the new offers and promotions available in the store; Organization and restocking of items on the shelves; Preparing merchandise for sale; Customer monitoring/surveillance; Care and cleaning of the environment.

ZALANDO in collaboration with Partner FIEGE Via Benigno Zaccagnini, 3–27049 Stradella (PV), VAT No. 02986180210.

Logistics Center for warehousing, packaging and shipping of products from the Zalando catalog

Warehouse operator – hired with a full-time and fixed-term contract;

- Job type

Picking and stow activities;

- Main duties and

Reordering trolleys at the end of the shift.

responsibilities

From 01/03/2018 to 30/04/2018 P.F.M. CERAMICA S.R.L. Via Provinciale Sud, 31–41046 Palagano (MO), VAT No. 02512850369.

- Date (from – to)

- Name and address of the

employer

- Type of company or

sector

Company that performs edging/grinding, rectifying, satin finishing, hydrojet cutting and

deriving under-formats in the ceramic field

Tile selector/chooser attendant – hired with a full-time and indefinite contract.

- Job type

Quality checks on tiles with glossy grinding, rectified, ground and satin-finished; Assessment of cutting defects, glazing, shade and thickness/caliber;

- Main duties and

responsibilities

Page 7 - Curriculum vitae of

Gaggiano Carmela

7

From 09/06/2014 to 04/07/2014

- Date (from – to)

- Name and address of the

FEDERATION PROVINCIAL COLDIRETTI Piazza Antonio Salandra, 19a–43126 Parma (PR), VAT ID. 01849870348.

employer

- Type of company or

Italian association that represents and assists agricultural entrepreneurs

sector

Human resources office clerk – mandatory completion of the

- Type of employment

alternanza scuola-lavoro program based on a shared training project, with school and company tutors to integrate classroom learning with practical on-the-job experiences.

- Main duties and

Use of the INAZ payroll program; monthly recording of attendances; management of employment relationship (hiring, terminations, extensions); filling INAIL accident report forms; INPS contribution deadlines; filling Form 770; filling Form F24; management of switchboard and e-mail.

responsibilities

Knowledge of the agriculture national collective labor agreement.

From 01/05/2014 to 05/06/2014

- Dates (from – to)

CONFARTIGIANATO APLA

- Name and address of the employer

Viale Mentana, 139/A – 43121 Parma (PR), VAT ID. 02118980347.

- Type of company or Association of Free Artisans sector

Secretary in the tax office - mandatory completion of the ALTERNANZA SCUOLA – LAVORO pathway based on a shared training project, with school and company tutors to integrate classroom learning with practical on-the-job experiences.

- Type of employment

Input, processing and control of income tax return Model 730 and Unico; Managing inbound and outbound switchboard; Sorting paper and online correspondence; Archiving of procedures, documents and contracts; Customer reception; Scheduling appointments.

- Main duties and responsibilities

Gaggiano Carmela

EDUCATION AND TRAINING

- Date (from – to)

From 04/06/2025 - ongoing

- Name and type of institution of education or training
- Main subjects
- Qualification obtained

2022 - 2025

- Date (from – to)
- Name and type of institution of education or training

UNIVERSITAS MERCATORUM with Partners SOLE 24 ORE FORMAZIONE

Cognitive psychology - neuropsychology - psychological research methods and data analysis - developmental psychology - psychology of communication and marketing - organizational psychology – group and institutional psychodynamics – clinical psychology – career guidance and placement psychology.

MASTER'S DEGREE - ORGANIZATIONAL PSYCHOLOGY AND INSTITUTIONS with SOLE 24 ORE FORMAZIONE

ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA Via Zamboni, 33 – 40126 Bologna (BO).

- Main subjects
- Qualification obtained

WHISTLEBLOWING.”

Date (from – to)

2010 - 2015

- Name and type of institution

Labor law, union law, workplace safety law, social security law, tax law, commercial law with the addition of the balance sheet and accounting entries module, general criminal law and labor law, general procedural law, labor law and insolvency procedures, and administrative law.

Bachelor's degree in LABOR CONSULTANT AND INDUSTRIAL RELATIONS; Thesis: WORKPLACE SAFETY LAW - "HARASSMENT AND VIOLENCE IN THE WORKPLACE - FROM RISK DIVERSIFICATION TO

IT IS TIC ECONOMIC INSTITUTE MACEDONIO MELLONI Viale Maria Luigia, 8/a – 43121 Parma (PR).

of education or training

Business economics, law and political economy.

- Main subjects
- Qualification obtained

Diploma in ACCOUNTANCY IN ADMINISTRATION, FINANCE AND MARKETING (AFM)

Final project: "THE FLOW OF KNOWLEDGE"

Gaggiano Carmela

The profile is characterized by targeted skills for controlling and managing business processes, with particular reference to civil and tax law, and good preparation in two foreign languages.

SKILLS AND COMPETENCIES

PERSONAL

CAPABILITIES AND SKILLS

RELATIONAL SKILLS

CAPABILITIES AND ORGANIZATIONAL SKILLS

TECHNICAL SKILLS

NATIVE LANGUAGE

OTHER LANGUAGE • Reading ability • Writing ability • Expression ability

oral

OTHER LANGUAGE • Reading ability • Writing ability • Expression ability

oral

10

Ability to work in a team; Organizational and coordination skills; Ability to work independently, in a structured and attentive manner; Written and oral communication skills; Respectful, courteous and professional attitude; Punctuality, discretion and reliability.

Clear and effective communication; Teamwork and collaboration; Time management and prioritization; Flexibility and handling of unforeseen events; Empathy and emotional intelligence.

Resource management; Organization and monitoring of activities and procedures; Coordination of people and tasks; Handling of sensitive information; Systematic classification and traceability of documents.

Good use of PC and Office suite - Google Workspace (Gmail, Calendar etc.) – Email management - Video conferencing tools (Zoom and Teams) – Payroll and contributions management software and Canva.

ITALIAN

ENGLISH Professional Professional Professional

FRENCH Academic Academic Academic

PROJECTS

Videomaking Project: creation of a promotional spot for the Macedonio Melloni Technical Economic Institute; Orientation activities of Open School at I.T.E. Macedonio Melloni; Support activities in the homework lab for children at Forum Solidarity of Parma and Comunità di Sant'Egidio; Participation in the Food Collection Days at Parma Supermarkets; Collaboration to the Primavera FAI days as an apprentice

Cicerone.

COURSES

GENERAL WORKER SAFETY as required by Legislative Decree n. 81/2008 at the Macedonio Melloni Technical Economic Institute in Parma in 2014; LEGAL WRITING at ELSA Parma in 2015; ENERGY MANAGEMENT: SOCIAL RESPONSIBILITY OF BUSINESS AND RENEWABLE ENERGIES at the Macedonio Melloni Technical Economic Institute in Parma in 2014.

COLLABORATIONS

2023 Writing articles for the Fiscal Focus magazine;

2010 - 2015 Collaboration with the School Magazine at I.T.E. Macedonio Melloni with subsequent wins in the competitions "STORIA DI PARMA" and "GAZETTA DI PARMA SPECIAL PRIZE"; Writing articles for Gazzetta di Parma in the section dedicated to schools; Writing articles for the local portal Sanmarcoinlamis.eu.

Writing articles for the Sanmarcoinlamis.org editorial team.

License B (currently in progress - in possession of the pink paper)

LICENSE OR DRIVING LICENSES

I the undersigned acknowledge that, pursuant to art. 76 of DPR 445/2000, false statements, falsity in acts and the use of false acts are punished according to the Penal Code and special laws. Furthermore, the undersigned authorizes the processing of personal data pursuant to art. 13 D. Lgs. 30 June 2003 no. 196 - "Code on the protection of personal data" and art. 13 GDPR 679/16 - "European Regulation on the protection of personal data".