

## **PERSONAL INFORMATION**

**Name** - Angela Voce

**E-mail** - [angela.voce@feem.it](mailto:angela.voce@feem.it)

**Date of birth** - 29/11/1977

**Nationality** - Italian

Driving license B

## **EDUCATION AND TRAINING**

**Dates** - 24 February 2006

**Name and type of organization providing education and training** - Faculty of Sociology, University of study "La Sapienza" in Rome

**Principal subjects/occupational skills covered** - Sociology, mass media communication, social research

**Title of qualification awarded** - Bachelor Degree in Sociology specialization in Communication and Mass Media, with grade 100/110. Final year project title: "Wittgenstein and language. The reception in the social sciences in Italy"

**Dates** - June 1995

**Name and type of organization providing education and training** - I. M. "G. Gravina" - Crotone (KR)

**Principal subjects/occupational skills covered** - History, Philosophy, Latin, Psychology, Math, Teaching

**Title of qualification awarded** - Diploma of Secondary School, grade 43/60

## **PERSONAL SKILLS AND COMPETENCES**

**MOTHER TONGUE** - Italian

**OTHER LANGUAGES** - English - Reading skills good - Writing skills good - Verbal skills good

**SOCIAL SKILLS AND COMPETENCES** - Good team worker, motivated and open minded

**ORGANISATIONAL SKILLS AND COMPETENCES** - Well organized, able to prioritise and also continual improver

**TECHNICAL SKILLS AND COMPETENCES** - Excellent knowledge of Windows 95/XP - Vista - Mac OS, OS X - Lion - Tiger - Excellent knowledge of the Package Microsoft Office (Word, Excel, Power Point, Access) - Excellent knowledge Browsers internet (Internet Explorer 6.0, Safari) - Good knowledge tools Web 2.0 - Good knowledge of specific tools for administrative management: OMS, Cureto, SmartBuy, Jupiter 5.0

## WORK EXPERIENCE

**Dates (from - to)** - From January 2012- to today

**Name and address of employer** - Fondazione ENI Enrico Mattei – Viggiano (PZ)

**Type of business or sector** – No profit research institution established to carry out research in the field of sustainable development

**Occupation or position held** - Collaborator

**Main activities and responsibilities** – Researcher

**Dates (from - to)** – From September 2011 – to December 2011

**Name and address employer** – Primary School Molino Vecchio – Gorgonzola (MI)

**Type of business or sector** – Education

**Occupation or position held** – Cover teacher

**Main activities and responsibilities** – Teaching

**Dates (from - to)** – From September 2010 – to June 2011

**Name and address of employer** - Primary School Via Manzoni - Cernusco sul Naviglio (MI)

**Type of business or sector** – Education

**Occupation or position held** – Cover teacher

**Main activities and responsibilities** – Teaching

**Dates (from - to)** – From September 2009 – to June 2010

**Name and address employer** – Primary School Molino Vecchio – Gorgonzola (MI)

**Type of business or sector** – Education

**Occupation or position held** – Cover teacher

**Main activities and responsibilities** – Teaching

**Dates (from - to)** – From September 2008 – to June 2009

**Name and address employer** – Primary School Molino Vecchio – Gorgonzola (MI)

**Type of business or sector** – Education

**Occupation or position held** – Cover teacher

**Main activities and responsibilities** – Teaching

**Dates (from - to)** – From June 2006 – to December 2008

**Name and address of employer** – Fondazione Eni Enrico Mattei - Milano

**Type of business or sector** – No profit research institution

**Occupation or position held** – Collaborator

**Main activities and responsibilities** – Researcher

**Dates (from - to)** – From November 2006 – to November 2008

**Name and address of employer** – HP - Hewlett-Packard – Cernusco sul Naviglio (Milano)

**Type of business or sector** – Corporate Social Responsibility and Philanthropy for ICT sector

**Occupation or position held** – Collaborator

**Main activities and responsibilities** – Management and administration of philanthropic activities; texts drafting for the site of the HP Global Citizenship

**Dates (from – to)** – From October 2000 – to December 2005

**Name and address of employer** – WOW – Women on Work Onlus - Firenze

**Type of business or sector** – Training and Mass Media Communication

**Occupation or position held** – Collaborator

**Main activities and responsibilities** –Tutoring the training courses

**Dates (from – to)** – From October 2002 – to December 2004

**Name and address of employer** – Association Rete Toscana Donne - Firenze

**Type of business or sector** – Women equal rights

**Occupation or position held** – Collaborator

**Main activities and responsibilities** – Secretary