



## EUROPEAN CURRICULUM VITAE

*European format*

### PERSONAL INFORMATION/DATI PERSONALI

<b>Name</b> <i>Nome</i>	Vincenzo Gargiulo
<b>Address</b> <i>Indirizzo</i>	Via A. Balsamo, 109 - S. Agnello 80065 (Na) Italia
<b>Telephone</b> <i>Numero telefonico</i>	
<b>Fax</b>	
<b>E-mail</b>	
<b>Nationality</b> <i>Cittadinanza</i>	Italian
<b>Date of birth</b> <i>Data di nascita</i>	19 September 1982

### WORK EXPERIENCE/ESPERIENZE LAVORATIVE

<b>Dates (from to)</b> <i>Date( da-a)</i>	<ol style="list-style-type: none"> <li>1. 01.02.2018 – HR Manager - Comunicardo SRL – (Pompeii, Province of Naples, ITALY)</li> <li>2. 01.12.2013 - 30.11.2017, Provisional Contract – Torquato Tasso Società Cooperativa ( Sorrento, Province of Naples, ITALY)</li> <li>3. 27.06.2013 – 30.10.2013, Time Contract – MSC Cruise Line</li> <li>4. 01.07.2009 – 31.12.2012, Provisional Contract – Commune of S.Agnello ( Province of Naples, ITALY)</li> <li>5. 01.01.2009 – 30.06.2009, Provisional Contract - Commune of S.Agnello ( Province of Naples, ITALY)</li> <li>6. 05.01.2008 – 31.12.2008, National Civilian Service (alternative to military service) – Commune of S.Agnello (Province of Naples, ITALY)</li> <li>7. January 2007 – September 2008 – Odd Labour – Apprenticeship - Dr. Stinca &amp; Dr. Attanasio business management office (Via Mortora San Liboro – Piano di Sorrento, province of Naples)</li> <li>8. January 2000 – December 2000, June 2001 – October 2001, June 2002 – October 2002, Odd Labour - TIM store “Stinga” (Corso Italia 32 – Sorrento, Province of Naples)</li> </ol>
<b>Name and address of the company</b> <b>Type and field of activity</b> <i>Nome e indirizzo del datore di lavoro</i> <i>-tipo di azienda o settore</i>	<ol style="list-style-type: none"> <li>1. Comunicardo srl Unipersonale</li> <li>2. Torquato Tasso Società Cooperativa scarl</li> <li>3. MSC (Mediterranean Shipping Company)</li> <li>4. Commune of S.Agnello (Province of Naples, ITALY)</li> <li>5. Commune of S.Agnello (Province of Naples, ITALY)</li> </ol>

<p><b>Principal subjects-occupational skills covered</b> <i>Principali mansioni e responsabilità</i></p>	<ol style="list-style-type: none"> <li>6. Comune of S.Agnello (Province of Naples, ITALY)</li> <li>7. Dr. Stinca &amp; Dr. Attanasio business management office (Via Mortora San Liboro – Piano di Sorrento, Province of Naples, ITALY)</li> <li>8. TIM store “Stinga” (Corso Italia 32 – Sorrento, Province of Naples, ITALY)</li> </ol> <ol style="list-style-type: none"> <li>1. Responsible for the management of human resources,</li> <li>2. Responsible for the management of human resources in the sector of car rental and touring coaches; responsible for human resources management of the transport service for the towns of Sorrento, Positano, Praiano and Meta di Sorrento; responsible for human resources management for the public services of the municipalities of Sorrento, S.Agnello, Piano di Sorrento, Meta di Sorrento and Praiano.</li> <li>3. Immigration Purser and Accounting purser onboard a Cruise Ship (MSC LIRICA), Immigration office and Accounting office. Duties: FIDELIO Management Cruise System  Immigration Purser Assistant Accounting Purser assistant</li> <li>4. Financial Branch – Management and raising of local rates Office. Raising and management of local rates pertaining to Commune of S.Agnello (such as, fees and rent for using of public areas, rates for collection and disposal of waste, real estate taxes).</li> <li>5. Financial Branch – Accounting Office. Management for services and supplies provided to Commune of S.Agnello.</li> <li>6. Financial Branch – Management and raising of local rates Office. Raising and management of local rates pertaining to Commune of S.Agnello (such as, fees and rent for using of public areas, rates for collection and disposal of waste, real estate taxes).</li> <li>7. Income tax return. Processing and drafting of income tax returns; invoices issue and management; liaison with the official Revenue Service.</li> <li>8. Telephone vending and assistance. Front Office and Warehouse management.</li> </ol>
<p><b>Title of qualification awarded</b> <i>Qualifica professionale acquisita</i></p>	<p>Lyceum Diploma ( Specialization in scientific studies, information technologies area), 11.07.2001. Federico II University ( Management Engineering ) – 01.12.2010</p>

**EDUCATION AND TRAINING/ ISTRUZIONE E FORMAZIONE**

<p><b>Name and type of organization providing education and training</b> <i>Nome e tipo di istituto di istruzione o formazione</i></p>	<p>Liceo Scientifico “G. SALVEMINI” Sorrento, Province of Naples.</p>
<p><b>Main subjects and professional skills related to the education awarded</b> <i>Principali materie ed abilità professionali oggetto dello studio</i></p>	<p>Math, Information Technology, Chemistry.</p>

<b>Title and professional qualification obtained</b> <i>Qualifica conseguita</i>	High School
<b>Level in national classification (if applicable)</b> <i>Livello nella classifica nazionale (se pertinente)</i>	Secondary School

#### PERSONAL SKILLS AND EXPERTISE

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas

#### CAPACITÀ E COMPETENZE PERSONALI

Acquisite nel corso della vita e della carriera ma non necessariamente riconosciute da certificati e diplomi ufficiali

<b>Mother tongue</b> <i>Madrelingua</i>	Italian
--	---------

<b>Other languages</b> <i>Altre lingue</i>	English		
<b>Reading skills</b> <i>Capacità di lettura</i>	Very Good		
<b>Writing skills</b> <i>Capacità di scrittura</i>	Good		
<b>Verbal skills</b> <i>Capacità di espressione orale</i>	Good	English language course (S. Anna Institute – Via Marina Grande 16, Sorrento); Oct. 2010 – May 2011; PET Certificate.	

<p><b>Social skills and competences</b> Level of interaction, in multicultural environments, in positions where communication is important and situations where teamwork is essential (ig. culture and sports), etc.</p> <p><i>CAPACITÀ E COMPETENZE RELAZIONALI</i> Grado di interazione con altre persone in ambienti multiculturali, assumendo ruoli in cui la comunicazione è importante ed in situazioni in cui il lavoro di gruppo risulta essenziale. (per esempio cultura e sport)</p>	<p>Suited for team working, which has been practiced and improved during the above mentioned jobs and professional experiences.</p> <p>Suited for relationships with guests and customers.</p>
<p><b>Organisational skills and expertise</b> Coordination and management of Human Resources, projects and budgets; at work, in voluntary work (ig. culture and sports) and at home, etc.</p> <p><i>CAPACITÀ E COMPETENZE ORGANIZZATIVE</i> Quali coordinamento ed amministrazione di personale, progetti, bilanci; sul posto di lavoro, in attività di volontariato (ad es. cultura e sport), a casa, ecc.</p>	<p>In accordance with the direction and guidance received during my work experiences, I have demonstrate self-governing skills, understanding of the priorities and objectives, timely accomplishment of the tasks.</p>
<p><b>Technical skills and expertise –</b> <i>CAPACITÀ E COMPETENZE TECNICHE-</i> Computer, special machineries and devices</p>	<p>Very good knowledge of Microsoft and Office software, as well as Internet navigation skilled.</p>

<p><b>Artistic abilities</b>  Music, writing, design, etc.  CAPACITÀ ARTISTICHE  Musica, scrittura, disegno, ecc</p>	
<p><b>Other skills</b>  and competences not mentioned above  ALTRE CAPACITÀ  e competenze non indicate precedentemente</p>	<p>Professional suitability of advisors to the circulation of means of transport (Law 264/91)  ECDL certificate; good knowledge of the software and application (for business) practiced during my previous work experiences.</p>
<p><b>Driving licence</b>  and other authorizations  <a href="http://du105w.dub105.mail.live.com/mail/PATENTE">http://du105w.dub105.mail.live.com/mail/PATENTE</a>  o patenti</p>	<p>Drive License (Italian AB Level).</p>
<p><b>ADDITIONAL INFORMATION</b>  Informazioni ulteriori</p>	
<p><b>ANNEXES</b>  Allegati</p>	<p>Si Allega al presente fotocopia di documento di riconoscimento.</p>

In fede

*Vincenzo Gargiulo*