



PERSONAL INFORMATION

Full Name **BOZZONI SAMUELE**

WORK EXPERIENCE

- 09/2020 – Present
HR Specialist
CMCC Foundation Euro-Mediterranean Centre for Climate Change, via Augusto Imperatore n.16, Lecce
www.cmcc.it
I collaborate with the Human Resources Administration and Management team serving and assisting the people and the staff related matters and needs inside the CMCC's community..

- 03/2011 – 08/2020
Labour Relations and HR Services Lead
Confcooperative Unione Regionale della Lombardia, via Fabio Filzi n.17, Milano
www.lombardia.confcooperative.it
ICN S.p.A. Via A. Calzoni 1/3 – Bologna
www.icn.coop
Employer Association - Services
I coordinated the activities of the area with the Confcooperative Service Centers in Lombardy region and in collaboration with the National level, with a focus on analyzing Labour Law and related Employee – Labour Relations within the organizational models of companies - my mission was to facilitate and help the everyday work of my colleagues and local teams.
I collaborated also with ICN Italian Network Consulting which is the network of service companies at national level for focus, insights and support in the Labour Law, HR Policies and in the Development of Organizational and Management models in partnership with the client companies. At the transversal level I was interested in facilitating inclusive and open processes of organizational development, in an approach focused on people and with a culture that promotes the value of diversity as a value impacting quality, social and economics outcomes.

- 02/2011 – 06/2011
Trainer
Formart, offices of Piacenza, Modena, Carpi
Training services
Teaching activities in the transversal subjects related to the professional vocational training in the apprenticeship contract - organization and economy - labor contracts, rights and duties of workers, role and functions of collective bargaining – Labour Health and safety by d.lgs 81/2008 as modified by d.lgs 106/2009

- 09/2009 – 10/2010
HR & Organization Specialist
Hera S.p.A., Modena Plant, via Razzaboni n.80 41100 Modena (800 employees, www.gruppohera.it)
Multiutilities – Energy, Water, Environment
Coordination, planning and organization of business training (continuous training, for safety, apprenticeship, Crafts Vocational School), management of medical visits for health surveillance, support for administration on attendance, illnesses, holidays and injuries, control and reporting on costs linked to staff, attendance, holidays and overtime. Staff Forecast and Budget. Contract management, job changes, commands and detachments, development of analysis and change management projects in the organization area.

- 02/2009 – 06/2009
Educator
Eureka Social Cooperative via Gervasi n.28 29100 Piacenza (www.eurekacoop.it)

Social Services

Support to the school paths of the children (14-18 years) of the Center "Raccolgo le idee", animation and participation in the center's recreational and entertainment initiatives

- 02/2009 – 05/2009 **HR Stage & Placement**
Faculty of Economics University of Modena and Reggio Emilia, via Berengario n. 51 41100 Modena (www.economia.unimore.it)
University
Orientation interviews with students, drafting of conventions and training projects, contacts and relations with enterprises
- 02/2007 – 12/2008 **HR Training Consultant**
Formart Confartigianato Emilia Romagna sede di Piacenza, via Leonardo da Vinci n.53 29122 Piacenza (250 employees, www.formart.it)
Training Services
Sales consultancy for companies, planning, coordination and management of training activities in particular for training linked to the vocational training in the apprenticeship contract pursuant to the d.lgs 276/2003 and law n.196/1997
- 05/2006 - 01/2007 **Sales & Marketing Intern.**
System Group Consulenza e Servizi di Marketing from 06/2006 to 12/2006
Consorzio CEPI (www.cepipc.it) from 05/2006 to 07/2006
Supermercati Gulliver (www.supergulliver.it) from 09/2006 to 11/2006
Radio Sound 95 (www.radiosound95.it) from 12/2006 to 01/2007
Retail, Marketing Services
- 09/2002 - 09/2003 **Community Service**
Caritas Diocesana di Piacenza e Bobbio, via Pietro Giordani n.21 29122 Piacenza (www.caritaspiazencabobbio.org)
Social Services
I have spent a year of Community Service helping homeless and vulnerable people in the first aid and in the dormitory of Piacenza

EDUCATION AND TRAINING

- 05/2020 **SCRUMStudy Agile Master Certified SAMC™**
SCRUMStudy Academy, United States - online
Agile methodologies and techniques applying the SCRUM Body of Knowledge.
- 05/2020 **Professional SCRUM Master PSM™ I**
Scrum.org
Scrum Framework, values, roles and artifacts
- 05/2019 – 07/2019 **Executive Course in Organizational Design**
Luiss Business School, Roma
Process analysis and mapping, organizational and business models, staff planning, digital transformation, BPR, BPM.
- 09/2018 – 12/2018 **SoLT – Sociocracy Leadership Training**
Sociocracy for All (www.sociocracyforall.org), United States – online
Organization and roles with the model of Sociocracy - Dynamic Governance, policy and operational decision making, small teams/circles organizational chart
- 09/2015 – 12/2015 **Partnership Design and Project Management**
CSV Pavia – Pares (www.progettareinpartnership.it), Pavia
Models and techniques for collaborative Project Management, activities planning and budget

management in cross sector partnership

- 09/2007 – 07/2009 **Master Degree in Labour Relations, Economics – 110/110**
Faculty of Economics Marco Biagi, University of Modena and Reggio Emilia, High School in Industrial and Labour Relations
Labour Law, European and Comparative Labour Law, HR Management, Organizational Behaviour, Organizational Models, Labour Economics, Service Management, Advanced Statistics and Data Analysis
- 02/2006 – 07/2006 **Short Master in Purchasing Management**
Business School II Sole 24 Ore, Milano
Purchasing marketing, negotiation principles and techniques, supplier evaluation.
- 02/2006 – 09/2006 **Sales & Marketing Vocational Certificate – 500 hours FSE Program**
CESVIP Piacenza,
Business English, Sales techniques, Communication and Branding, Operational marketing, Incoterms and foreign trade regulations
- 09/1999 – 02/2006 **Bachelor Degree in Marketing, Economics – 88/110**
Facoltà di Economia, Università degli studi di Parma
Business economics, strategic and operational marketing, statistics, political economics, business finance, English language, French language, IT (Word, Excel, Power Point)
- 09/1995 – 07/1999 **Scientific High School Diploma – 70/100**
Liceo Scientifico Respighi di Piacenza
Mathematics, physics, biology, chemistry, French language

PERSONAL SKILLS

MOTHER TONGUE **ITALIAN**

OTHER LANGUAGES

	ENGLISH	FRENCH	SPANISH
• Understanding	C1	C1	A2
• Writing	B2	B2	A1
• Speaking	C1	B2	A1

COMMUNICATION SKILLS

- Ability to relate and to build relationship with interlocutors of all levels acquired mainly during the experience at Formart, where I interfaced with corporate customers (from small to medium / large companies) and with private course users.
- Listening and intermediation skills acquired for the first time during the year of civil service at Caritas, in which I found myself facing and solving various problems and different situations, even unexpected ones. Subsequently, my listening skills were useful during my collaboration at the University of Modena and Reggio Emilia, in orientation talks with students.
- Collaboration and team work skills developed during my experience in Hera S.p.A., where I learned to collaborate in a plant organization inside a big company. After I improved my personal skills in team facilitation and development with personal training and direct experience in my consulting and advisory role

ORGANIZATIONAL / MANAGERIAL SKILLS

- Knowing how to work goal and priority oriented and organized: during my two years of working for Formart I have always worked for goals: weekly, monthly and annual (the latter linked to the prize). At Hera S.p.A. I made my contribution mainly in reference to the achievement of the following function objectives: reduction of the holiday fund for the year 2010, oversight of costs related to overtimes, number of hours and overall quality score in training provided, support for the implementation of the business model of the Crafts Vocational School in the Water, Environment and Energy areas.
- Knowing how to work and organize teams in projects: defining the times and priorities. I have always carried out the assigned projects with care and responsibility, in compliance with the deadlines and with the autonomy necessary to identify priorities and critical factors, developing

the necessary improvement actions if necessary. I improved my Project Management skills with the agile approach and related techniques.

JOB RELATED AND DIGITAL SKILLS

- During the University and after Formart I learned to use Word, Excel, internet and e-mail (Outlook) in a excellent level.
- During my experience in Hera S.p.A. I then had the opportunity to improve my knowledge of the computer applications Excel and Power Point in particular by creating:
 - a) statistics and data analysis, pivot tables, complex graphs in Excel
 - b) company presentations of reports and projects in the Personal and Organization area via Power Point
- In Hera I also had the opportunity to use Access for the insertion and verification of some data I used HR Data Systems as HR Web and SAP HR for the maintenance, update and control of HR policies.
- In Formart and later in all my experiences I have acquired skills in project management and budgeting, monitoring and evaluation.
- In Hera and later in ICN.coop I developed skills related to analysis and organizational planning: mapping of processes, roles, activities, decision-making processes, leadership styles, incentives. I improved these skills with personal training and development activities.

OTHER SKILLS

- Excellent writing and verbal communication skills.
- Storytelling and digital communication skills
- Ability to build collaborative relationships and partnerships at all levels

DRIVING LICENSE

Type B –European License, car owner

PERSONAL DATA TREATEMENT CONSENSUS

I authorize the processing of personal data contained in my curriculum vitae based on art. 13 of Legislative Decree 196/2003 and art. 13 of EU Regulation 2016/679 (GDPR) relating to the protection of individuals with regard to the processing of personal data.

Lecce, September, 21, 2020

Samuele Bozzoni