

Curriculum Vitae



Personal information

First name(s) / Surname(s) **Giuseppe Leggio**
Address(es) Corso Sicilia, 25 – 95040 – Motta Sant’Anastasia – CT – Italy
Telephone(s) Mobile: +39 333 5765784
Fax(es)
E-mail giuseppeleggio@yahoo.it
Nationality Italian
Date of birth 21 May 1971
Gender Male

Desired employment / Occupational field

Translation services, Internet web evaluator, Language research, Hardware/software support, Software programming, Web applications, Databases, Lan Administration

Work experience

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| Dates | From August 1999 To Today |
| Occupation or position held | Freelance translator |
| Main activities and responsibilities | Translations in English-Italian combination language for private people and different world wide companies. Texts translated include technical manuals, contract specifications, legal documents, music tests as well as product and tourism brochures, internet web pages, e-books, university thesis, chemical products text and engineering. |
| Name and address of employer | (Lionbridge, SDL and more) |
| Dates | From September 2011 To Today |
| Occupation or position held | Executive Housekeeper / Supervisor |
| Main activities and responsibilities | Responsible for all duties of the housekeeping operation and cleanliness levels in all areas of the property. Responsibilities include: staff training, inter-department communications, staff scheduling and supervision of many kind of resources (manpower and equipment). This position requires strong attention to detail, leadership skills, and the ability to effectively deal with department heads, guests, and team members. The primary responsibility of the executive housekeeper is to direct and control the building's maintenance staff. He develops a cleaning schedule and assigns specific responsibilities to each staff member to ensure all tasks are covered. He fills in for workers who don't show up and assists staff with cleaning as required. The executive housekeeper works within a given maintenance budget and is responsible for ordering materials and supplies. He also hires and trains staff to correctly perform duties within the buildings. |
| Name and address of employer | U.S. Naval Air Station Sigonella – Italy – Sicily - SS. 192 Catania |
| Dates | From August 2010 To September 2011 |
| Occupation or position held | Internet Web Evaluator |
| Main activities and responsibilities | The Rater role involved evaluating results of a web search, for appropriateness to search query input. I was required to provide my opinion of the result displayed based on a set of guidelines my employer has produced. Hours of work were flexible (10/20 hours per week). Key Skills of the job: be familiar with browsing the internet, be able to read and write fluent English, and have high-speed access to internet. |
| Name and address of employer | Lionbridge |

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| Dates | From August 2004 To October 2010 |
| Occupation or position held | Computer Assistant |
| Main activities and responsibilities | IT Support to more than 140 employees – Web applications – Hardware/Software maintenance – Software programming – Lan/Server administration – Databases maintenance and support – Communications (phone system, video conference system, electronic panel boards). Official Italian/English translator for my department: Translation of various documents from Italian to English and vice versa for my employer and private individuals. Texts translated include technical manuals, contract specifications, legal documents, music tests as well as product and tourism brochures. In addition: official correspondence/documents and Quality Control Specialist in order to censure conformance with contract requirements set forth by the United States Government specifically at Naval Air Station Sigonella (Catania, Italy). - Responsible for translation, preparation and quality assurance of all official correspondence with the United States Government from English to Italian and vice versa. - Responsible for web design and upkeep for the company web site. - Responsible for filing, translation and automation of Preventive Maintenance Checklists relative to contracts stipulated by the United States Government. - Responsible for the maintenance database and generation of monthly reports as well as the electronic accountability program. |
| Name and address of employer | U.S. Naval Air Station Sigonella – Italy – Sicily - SS. 192 Catania |
| Type of business or sector | Government / Military / Services |
| Dates | From March 2004 To August 2004 |
| Occupation or position held | Housing Management Assistant |
| Main activities and responsibilities | Performing Housing inspections for government and private units – Knowledge of all contracts – Housing cost estimates – Housing projects (maintenance/improvements/assignments) – Mediation among the various parts involved. |
| Name and address of employer | U.S. Naval Air Station Sigonella – Italy – Sicily - SS. 192 Catania |
| Type of business or sector | Government / Military / Services |
| Dates | From November 2002 To March 2004 |
| Occupation or position held | Computer Assistant |
| Main activities and responsibilities | See above – 2004/2011 |
| Name and address of employer | U.S. Naval Air Station Sigonella – Italy – Sicily - SS. 192 Catania |
| Type of business or sector | Government / Military / Services |
| Dates | From August 1999 To November 2002 |
| Occupation or position held | Housing Store Clerk |
| Main activities and responsibilities | Operating computer, peripheral equipment and appropriate software to perform computer operations such as producing reports and maintaining databases – Counsels prospective/current tenants with regards to rights, privileges, and responsibility of occupancy in government quarters – Mediation among the various parts involved. |
| Name and address of employer | U.S. Naval Air Station Sigonella – Italy – Sicily - SS. 192 Catania |
| Type of business or sector | Government / Military / Services |
| Dates | From December 1996 To November 1997 |
| Occupation or position held | Computer Specialist |
| Main activities and responsibilities | Developing new databases and updating information in new installed computers – Maintaining a company's internet home page utilising JAVA and web technologies – Hardware/Software customer service assistance – Lan administration. |
| Name and address of employer | Tecno Garden – Catania - Italy |
| Type of business or sector | IT Assistance, IT services, IT Sale |

Education and training

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| Dates | 04 October 2007 |
| Title of qualification awarded | Master Degree / Computer Science – Address: Technical – Orientation: Software |
| Principal subjects/occupational skills covered | Java / HTML / Scripts / .Net Technology (C#) / Web Sites and Applications / Software, Hardware competences / Lan settings |
| Name and type of organisation providing education and training | Catania University – Italy |
| Level in national or international classification | 4 years studies – Final score: 110/110 + honor/commendation – International Level: ISCED 5A |
| Dates | October 1992 and November 1995 |
| Title of qualification awarded | Piano Diploma and Music Composition Diploma |
| Principal subjects/occupational skills covered | Piano instruments / Music history / Arts / Music composition |
| Name and type of organisation providing education and training | Liceo Musicale “V. Bellini” – Catania – Italy |
| Level in national or international classification | Piano Diploma – 9,40/10 / Composition Diploma 9/10 / Both ISCED 5B |
| Dates | 16 June 2009 |
| Title of qualification awarded | Security + Certification |
| Principal subjects/occupational skills covered | CompTIA Security+ is an international, vendor-neutral certification that proves competency in system security, network infrastructure, access control and organizational security |
| Name and type of organisation providing education and training | Comptia |
| Dates | 26 October 2009 |
| Title of qualification awarded | Information Assurance Awareness Training Certification |
| Principal subjects/occupational skills covered | Official U.S. Navy training on information security. This training is about the importance of classified information and how to safeguard it from unauthorized users, both inside and outside the workplace. |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |
| Dates | 11 February 2010 |
| Title of qualification awarded | Environmental Management System Training |
| Principal subjects/occupational skills covered | EMS is a framework that allows an organization to consistently control the effects its operations or processes may have on the environment and to continually improve its operating procedures. It is a system that establishes a management framework so that an organization's impact on the environment can be systematically identified and reduced. |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |
| Dates | 12 February 2009 |
| Title of qualification awarded | Fire Warden Training |
| Principal subjects/occupational skills covered | Main training objectives are to prevent loss of life, injury to personnel and damages to Government Property resulting from fires and other emergencies. Knowledge of Navy instructions is also required in order to get this certification. |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |

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| Dates | 24 April 2009 |
| Title of qualification awarded | HS 105 Housing Services Training |
| Principal subjects/occupational skills covered | Housing Customer Service Training |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |
| Dates | 29 September 2004 |
| Title of qualification awarded | Management Accountability and Control Training |
| Principal subjects/occupational skills covered | This training teaches managers and supervisors to implement strategies for reengineering agency programs and operations and designing management structures that help ensure accountability for results, and include appropriate, cost-effective controls. It also provides guidance to Federal managers on improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on management controls. |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |
| Dates | 25 February 2010 |
| Title of qualification awarded | Star (Customer) Service Training |
| Principal subjects/occupational skills covered | Specific training about achieving an exceptional customer service. |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |
| Dates | 12 September 2008 |
| Title of qualification awarded | Situational Leadership Training |
| Principal subjects/occupational skills covered | Situational Leadership II is the most comprehensive, up-to-date, and practical method of effectively managing and developing people, time, and resources in the world. SLII is a model and a set of tools for opening up communication and helping others develop self-reliance. It is designed to increase the frequency and quality of conversations about performance and development between managers and the people they work with so that competence is developed, commitment is gained, and talented individuals are retained. |
| Name and type of organisation providing education and training | U.S. Naval Air Station Sigonella |

Personal skills and competences

Mother tongue(s)

ITALIAN

Other language(s)

Self-assessment

European level (*)

ENGLISH

| Understanding | | | | Speaking | | | | Writing | |
|---------------|-----------------|---------|-----------------|--------------------|-----------------|-------------------|-----------------|---------|-----------------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | | |
| C2 | Proficient User | C2 | Proficient User | C2 | Proficient User | C2 | Proficient User | C2 | Proficient User |
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(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

I am customer service oriented, accustomed to working under pressure and dealing with work and clients' needs with an outgoing personality. I quickly understand current situations and problems in order to develop fast and appropriate solutions. I have excellent group work skills and problem solving skills. I am always available to talk and to pass my knowledge to other colleagues.

Organisational skills and competences

I am numerate, capable of working on my own initiative, and with excellent organisational abilities. I have done for my company many administrative and technical SOPs (standard operational procedures) that are currently used by more than 150 employees. I currently provide monthly and daily training to employees on software usage, information security, fire/safety issues, housekeeping services, chemical products, appliances and electronic devices usage. I also organize fire drill for the entire Housing Department. As of today I supervise more than 45 employees that follow my directions.

Technical skills and competences

I have worked for many years in the administrative division and I have acquired deeply technical knowledge about the following: budget, travel, training programs; office supply, inventory, privacy data and regulations. I have two years experience in Department Personnel Actions maintaining contacts with Department Heads and technical experts. I have also received training that let me to coordinate the Fire Warden and Safety program for the Entire Department. As supervisor I have completed a formal course of instruction in hotel/motel housekeeping procedures. Knowledge of use and care of cleaning solutions, safety, environmental and fire prevention regulations and practices.

Computer skills and competences

Hardware/software support – Programming languages such as Java, HTML, SQL, C# . NET, script – ADSL support – Web pages and web applications – Server, Lan, Databases administration – Telephone system programming and maintenance – Video conference maintenance – Electronic boards maintenance – MS Office forms, Excel worksheets, Power Points presentations, Graphics, Reports, Statistics, data management and safeguarding.

Artistic skills and competences

Piano Diploma and Music Composition Diploma. I taught Music and Piano instrument at home and private schools.

Other skills and competences

I have received training about hazardous materials disposal.

Driving licence

B category.

Additional information

I am actually designated for the below duties:
Taso (Terminal Area Security Officer), 07 July 2003;
DRMO (Defense Reutilization and Marketing Office), 02 January 2008;
Fire Warden Coordinator, 12 February 2010;
Hazardous Materials Coordinator 04 June 2008;
Minor Property Custodian 17 February 2009

Annexes

Job certificates (5) – Computer Science Master Degree (2) – Military Service – Training (1) – Designation letters (1) – Certifications (1) – Awards and Recognitions (1).