

CURRICULUM VITAE

PERSONAL INFORMATION

Surname Silverio
Name Luca
Address Via Mozart, 21 – 84043 – Agropoli (SA)
Contact +39 342 9555083
E-mail dtlsilverio@gmail.com
Nationality Italian
Date of birth 11/11/1975
Marital Status Married
Fiscal Code SLV LCU 75S11 G230P



WORKING EXPERIENCE

03/2018 – current

Foreign company - Canary Islands (Spain) – NIE Y5595844G
Residential and Tourist Real Estate Management

07/2016 – current

Collaboration in management B&B MaryWilliam – Agropoli (SA)

01/2016 – current

Freelance - Translator and Copywriter
Translated Languages: English and Spanish

01/2010 – current

Freelance - Tutor for high school students

07/2015 – 02/2018

I Tre Soli srls
Consultancy for the circulation of means of transport
1. Administrator and Qualified Technical Director
2. Owner

08/2008 – 02/2014

S. Impianti srl
Mechanical and technological plant engineering in the building and public plant engineering sector:
1. Human Resource Manager:

- Analysis of personnel needs;
- Search and selection;
- Management of insertion in the company;

- Evaluation, training and motivation;
 - Administrative management (hiring, CCNL, layoffs);
 - Management of legal disputes (out sourcing)
 - Organizational management (attendance, shifts, logistics, incentives, benefits);
 - Budgeting and cost control;
 - Supervision of external consultants in charge of processing payroll and taxes / contributions pursuant to law to be paid to the tax authorities.
2. Supervision of public procurement office;
 3. Supervision of the Administrative Office, Purchasing and Suppliers;
 4. Corporate RLS

08/2007 - 03/2008

Business Consulting Collaboration with the MCD Network

03/2005 – 03/2008

Freelance - Business Consultant

- Analysis of operations and company performance;
- Preparation of reorganization plans;
- Implementation of new management.

08/2000 – 12/2004

Collaboration in the Legal Office of the lawyer Giovanna Del Vecchio

08/1995 – 07/1996

Italian Navy, military service

EDUCATION AND TRAINING

2007 Master in Human Resource Management at the MCD Institute (Naples)

2007 Master in Survey Consulting at the MCD Institute (Naples)

1997/2004 Degree in Sociology at the University of Salerno (Italy)

Specialization: Organizational and Economic of Labor

1993 Scientific High School

NATIVE LANGUAGE	Italiano	
SECOND LANGUAGE	Inglese	Spagnolo
• reading ability	C1	B2
• writing skills	C1	B2
• Oral expression skills	C1	B2

RELATIONAL SKILLS AND COMPETENCES

Communication and listening skills, teamwork aptitude, negotiation skills, adaptability, leadership attitude. Solar personality but also constant and tenacious. In interpersonal relationships I prefer a gentle but discreet approach.

ORGANIZATIONAL SKILLS	Excellent problem setting and solving skills and to work under pressure. Ability to coordinate and administer work groups and manage relations with trade unions, relations with other company functions and with external consultants.
TECHNICAL SKILLS AND COMPETENCES	Complete management of the selection process, performance evaluation, organizational development and benefits processing. Budget elaboration, control and management. Knowledge of the CCNL. Report creation. Control and administration of personnel.
OTHER TECHNICAL AND PERSONAL SKILLS AND COMPETENCES	Methods of data collection and statistical analysis. Mass communication methods and techniques. Elements of marketing and social psychology. Notions of Law and Civil Procedure
COMPUTER SKILLS AND COMPETENCES	Microsoft Windows Operating Systems; Microsoft Office Suite (Word, Excel, Front Page, Publisher, Power Point, Visio, One Note, Outlook); CAD and Primus programs; Programs for accessing and using the internet and e-mail;
DRIVING LICENCE	Driving license B
INTERESTS	Professional growth and continuous improvement of skills. The family holds a fundamental role in my life and I am the father of three children. I regularly practice martial arts, in particular Karate, Kickboxing and Ju-Jitsu in which I have the technical qualification of CSEN - CONI instructor with the technical degree of II dan.

The undersigned is aware that, pursuant to art. 26 of Law 15/68 and subsequent amendments and additions, false declarations, falsity of documents and the use of false documents are punished under the criminal code and special laws. Furthermore, the undersigned authorizes the processing of personal data, in accordance with the provisions of Legislative Decree 196/03.

Agropoli, lì 11 ottobre 2020

dott. Luca Silverio
