

# ATTILIA VECELLIO

2115 SW River Parkway, Portland, OR 97201

503-927-3944

[vecellioattilia5@gmail.com](mailto:vecellioattilia5@gmail.com)

## EDUCATION

- Oct 2010 – Current      **Portland State University, OR (USA)**  
Certificate in Human Resource Management.
- 2008      **University of Bologna (Italy)**  
Master's Degree in Personnel Organizational Psychology.  
Award of a grant to conduct my empirical thesis on "The personnel recruitment interview", developed at a Spanish firm.
- 2005      **University of Florence (Italy)**  
Bachelor's Degree in Industrial / Organizational Psychology.
- 2003 - 2004      **Erasmus scholarship, Salamanca (Spain)**

## EMPLOYMENT HISTORY

- Oct 2009 – Oct 2010      **BURDOCK ITALY S.r.l., Rome (Italy):** Burdock Italy S.r.l. is one of the main branches of a Dutch recruitment company specializing in the energy field.  
**Recruiter and HR Manager**
- Managed the project with the principal client, *Satorp Saudi Aramco*, in its totality: from selection phase to human resource management. Main link between Burdock and *Satorp's* management and its Human Resources department.
  - Prepared contracts and commercial offers and managed Request for Quotations.
  - Evaluated and assessed salaries taking into consideration Burdock's and the clients' margins.
  - Day-to-day collaboration with Burdock's managing director.
- Oct 2007 – Jun 2008      **MASTER CONSULTING, Barcelona (Spain):** Leading recruitment company, specializing in the search and selection of executives  
**Intern**
- Conducted database management, CV analysis and phone and face-to-face interviews.
  - Head-hunting activities.
- From 1998      **DOLOMITI NUOTO S.P.A., Belluno (Italy):** Involvement in the family business from a young age, gradually taking more and more responsibilities.  
**Swimming pool manager and swimming coach**
- Managed employees' duties, tasks and work timetable.
  - Managed the marketing and public relations in order to promote the company.

## EXTRA CURRICULAR/ VOLUNTEER ACTIVITIES

- Dec 2008 - July 2009      **REDFERN COMMUNITY CENTRE, Sydney (Australia)**  
Involvement in the Community Centre to help the Aboriginal community to find jobs and integrate in the Australian society.
- Nov 2008 - July 2009      **PRIVATE ITALIAN TEACHER, Sydney (Australia)**

## LANGUAGES

- Italian:** mother tongue  
**English:** fluent in spoken and written  
**Spanish:** fluent in spoken and written  
**French:** basic oral and written knowledge

## PERSONAL SKILLS

Ability to quickly adapt to different cultures and to work in a matrix team environment.  
Strong written and oral communication skills.  
High efficiency when working in a team or independently.  
Excellent organizational and problem solving skills.