

ATTILIA VECELLIO

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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- search 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.
 - Search and 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.