

SALVATORE VEZZA

5 Scrope Building, Portpool Lane, London EC1N 7SP (UK)
Telephone: 07973576680 / Email: savio_1@hotmail.com

PERSONAL PROFILE

My strengths include planning, organisation, administration, teamwork, excellent interpersonal skills, reliability and enthusiasm for my work.

WORK EXPERIENCE

Jan 24 to Present GitHub Developer

Joined the GitHub Developer Community, software development training.

May 19 to Dec 23 Barts Health NHS Trust

R&D Governance Administrator

Ensuring the Governance Team works effectively; being responsible for using and maintaining the Local Portfolio Management System and other research databases (e.g. Edge, ReDA; maintaining the quality and content of the data, including data entry, data collection and data cleaning of studies both in set up and closed down; accurately entering large amounts of research and research governance data and ensuring that the data is stored appropriately according to the Data Protection laws and in line with Ethical Approval for the research-projects involved; managing generic Emails of the Governance Team; providing administrative support within the wider Governance Section, during internal and external meetings; responsible for the electronic and paper filing systems, filing accurately and effectively; dealing with callers and queries, liaising with researchers and other Service users; keeping up to date with general R&D developments

Dec 16 to May 19 Self-employed

Project Support

Providing administrative support to a project; using MS Office software packages and liaising with internal and external organisations

Feb 16 to Dec 16 GSTT NHS Foundation Trust

Project Support Officer

Updating the dashboard of the tasks' progress, providing administrative support and liaising with internal and external organisations

July 15 to Feb 16 Hillside Charity

Volunteer

Providing customer service, administrative support, and reviewing Research Governance Framework, Good Clinical Practice and MS Office

Sep 11 - Jul 15 CNWL NHS Foundation Trust, London

R&D Administrator

Providing advice on the R&D approval process and research governance issues, ensuring the constituent Trusts of NOCLOR meet its research governance obligations in an efficient and timely manner; promoting and supporting high quality primary care and mental health; being responsible for providing research management and research governance; playing a key role in providing information and advice to researchers in relation to project registration and research governance; being the first point of contact for researchers and leading on the management of the project registration process and database. Administration and coordination duties, using Iron Mountain for the archiving system and IRAS, RDMIS databases for research project studies, MS Office

Jul 08 – Sep 11 Training Centre, SLAM (South London and Maudsley) NHS FT, London

CCMU (Central Core Management Unit) Administrator

Audio and copy typing, maintaining diaries and schedules. Data entry of applicants' details on OLM database, taking minutes, MS Office software packages

Mar 08 – Jun 08 Livability, London

Administrator (Volunteer), London

Administration duties and office support.

Nov 06 - Feb 07 Land Registry, London

Nov 04 - Oct 05	Administration Officer Providing Help Desk and administration duties NHS, London
	Administrator Audio and copy typing, tracking clinical notes and retrieving such from medical records using the NHS Patient Administration System (PAS); filing request forms, patient notes and general correspondence; participating in Department Meetings
Jan 02 - Jun 02	Kingston University, London
	Module Digital Imaging The task was to make a program simulating a crane using MATLAB as programming Language. The project was successful and I gained a high mark, as part of my course
Jan 01 - Jun 01	Kingston University, London
	Module Programming and Data Structures During this module I made a project; I built a virtual customer's program using C++. In the program I used a Linked List and also FIFO or FILO queuing systems. The program had to interact with the user and the output was the customers' contact details with the list of the items in the order in which they were put in the basket. The project was successful and I gained the highest mark
May 99 - Nov 00	EASYEVERTHING, London
	Customer Service Was the main point of contact for all customers visiting this busy 24-hour operation. My duties were also cash handling and answering the telephone. Was responsible for dealing with all hardware and software issues as they arose. My position also involved a certain level of instruction and training to customers who were non-technical; sales, meeting and often exceeding targets as well as promotions of products.

EDUCATION

Jan 05 - Jul 05	ORACLE SQL Module City University
Jan 04 - Jul 04	Java Module City University
Jan 03 - Jun 03	Digital Imaging Module Kingston University
Sept 00 - Jun 02	Diploma of Higher Education in Software Engineering Kingston University Project: As part of the course I made a C++ project and built a database with tables, and integrated text and graphical information into reports and web pages; also made a project with the module Systems Analysis & Design, working on it in a team with three classmates.
Main modules covered:	
Programming & Data Structures	Problem Analysis & Design
Database Systems	Network Communications & Software
Systems Analysis & Design	Business & Systems Environments
Oct 99 - Jul 00	Access to Computing Tower Hamlets College
Sept 98 - Jul 99	English language course WAES College
Sept 97 - Aug 98	RSA Computer Literacy and Information Technology Computing Centre
Sept 96 - Aug 98	English language course Computing Centre
Sept 87 - Jul 92	Diploma di Maturita' (A' level equivalent) Naples, Italy

COMPUTER SKILLS

Key Areas:	Software Engineering, Office Administration. Database systems and connectivity, Systems Analysis and Design, ADTs, OO Development.
Programming Languages:	C++, C, Java, JavaScript, Visual Basic, Pascal, Oracle, SQL, XLM, HTML, MATLAB.
Methodologies:	SSADM and OOD using UML.
Operating Systems:	Windows NT, MSDOS and UNIX.
Packages:	Microsoft Office (Word, Access, PowerPoint, Excel, Outlook, FrontPage), Microsoft Visual Studio 6.0 Enterprise Edition C++, Net Beans Sun Java, Oracle, SQL, Macromedia Flash, MATLAB.
Network systems:	OPNET.
Network experience:	Internet competency. Human Computer Interface (HCI) and GUIs. Use of OPNET building simulations of network project workspaces.
Typing speed:	60 wpm.

LANGUAGES

Italian - Mother tongue, fluent written and verbal. English - Fluent written and verbal. Portuguese - Advanced level. Spanish - Basic understanding

ADDITIONAL INFORMATION

Channel Swim Volunteer Volunteer - Fundraising event at the YMCA Club - 22 Miles 12 Weeks (14th Sep to 7 Dec 2015) to help people with spinal cord injury.

Red Cross Volunteer Office support, fundraising and general assistance. "First Aid" and "Child Protection" qualifications (Mar 2006 - Mar 2008).

Soho Sq Project Volunteer Providing support to homeless people (Oct 2002 - Mar 2006).

HOBBIES AND INTERESTS

I enjoy playing cards with friends, keeping in contact with them on social media like Facebook, or WhatsApp, shopping online using Amazon or eBay. I like to experiment with food etc. I visited various parts of Africa, America, Asia and Europe.