



Curriculum Vitae



Personal information

First name(s) / **MARIA RINALDI**
Surname(s)
Address(es)
Telephone(s)
E-mail
Nationality **ITALIAN**

Date of birth
Gender **FEMALE**

Desired employment / Occupational field
INNOVATION MANAGEMENT

Work experience

Dates **From 3rd July 2017 onward**

Occupation or position held **HEAD OF THE LIAISON OFFICE WITH THE EUROPEAN UNION**

Main activities and responsibilities
1.Liaison activity with the European Union within the programs devoted to research and innovation (e.g. Horizon Europe; Digital Europe; Connecting Europe Facilities).
2.Promoting the capability of the University to attract financial resources from EU sources, also throughout the interaction with MEP, EU officers etc..
3.Dissemination activity of the projects of the University and organization of meetings and events.
4.Networking activity, at national and international level, with the research institutions, enterprises and other stakeholders.
5.Promoting the brand of the University at European level.

Name and address of employer **UNIVERSITY OF STUDIES OF TURIN – DG RESEARCH AND THIRD MISSION - OFFICE OF BRUXELLES (BELGIUM)**

Type of business or sector **PUBLIC ADMINISTRATION**

Dates	From 1st June 2014 to 2nd July 2017
Occupation or position held	HEAD OF THE UNIT ORGANIZATIONAL DEVELOPMENT AND INNOVATION
Main activities and responsibilities	<ol style="list-style-type: none"> 1. Managerial responsibilities of the personnel involved in the Unit. 2. Management of the organizational development projects and support to the BPM activities. 3. Management of the innovation and strategic projects of the University. 4. Expert advice to all structures of the University for defining the organizational model (macro and micro organization). 5. Management of the system of weighting of the organizational positions (using the procedure Quick job) and calculation of the different levels of the variable remuneration. Drafting of the job descriptions. 6. Drafting the general regulations of the University with potential impact on the organizational structure.
Name and address of employer	UNIVERSITY OF STUDIES OF TURIN - ORGANIZATIONAL DEVELOPMENT – DG ORGANIZATION, HR MANAGEMENT AND DEVELOPMENT - Via Po,31 10124 TORINO
Type of business or sector	PUBLIC ADMINISTRATION
From 1st February 2011 to 31st May 2014	
Dates	ANALIST EXPERT- STAFF ORGANIZATIONAL DEVELOPMENT
Occupation or position held	
Main activities and responsibilities	<ol style="list-style-type: none"> 1. Implementation of the Structural Reform of the University introduced by the National Law 240/2010 with the aim to modernize and make more efficient the universities' services. 2. Implementation of the new system for the measurement and evaluation of individual and organizational performances (Performance Plan). 3. Mapping and revision of all processes of the University of Studies of Turin, with the aim to improve their efficiency and effectiveness. Study and implementation of a new organizational model. 4. Coordination of the working group aimed to support the specific Commission in charge of drafting the Organizational Regulation (<i>i.e.</i> Staff Regulation). 5. Participation to the working group aimed to define a quantitative model aimed to quantify the complexity of the organizational units and the related sizing and allocation of the personnel. 6. Mapping and weighting of the organizational positions (using the procedure Quick job Next) and calculation of the different levels of the variable remuneration. Drafting of the job descriptions. 7. Member of the national team <i>Everest</i>, with the aim to compare the national Universities for the aspects concerning the organizational roles, the retributive structures and the competencies' analysis. 8. Technical support (for the related area of expertise) to the Director General of the University (CEO) for the official meetings with the Trade Unions. 9. Member of the team, in charge to support the Director General of the University (CEO), devoted to elaborate the new Statute of the University of Studies of Turin.
Name and address of employer	UNIVERSITY OF STUDIES OF TURIN – ORGANIZATIONAL DEVELOPMENT – DG ORGANIZATION, HR MANAGEMENT AND DEVELOPMENT - Via Po,31 10124 TORINO
Type of business or sector	PUBLIC ADMINISTRATION
Dates	From 16/06/2008 to 31/01/2011
Occupation or position held	ADMINISTRATIVE AND FINANCIAL OFFICER

Main activities and responsibilities	<ol style="list-style-type: none"> 1. Economic, financial and administrative management of the research projects, financed through National (PRIN; FIRB) and European Funds (7th Framework Programme for Research and Technological Development; INTERREG; Justice, Freedom and Security etc.). 2. Administrative management and coordination of the Masters post lauream in Strategic Sciences (in cooperation with the national Defence Ministry) and in Study of Globalization and local development in Asia, Africa and Latin America. 3. Administrative management and coordination of the PHD in <i>European and Euro-American political studies</i>; in <i>Political Studies. History and Theory</i>; in <i>Sociology and International Relations</i>. 4. Financial management of the work contracts of all temporary agents employed by the Dept normally after the open selection processes. Review of budgets, preparation of the contracts, monitoring of grant progress and payments, setting up and maintenance electronic and hard copy filing systems. 5. Assisting day-to-day administration of contracts between the Dept and the external contractors for outsourced services. 6. Auditing the contractors' invoices against the goods and services provided by the contractor and approved by the Dept. Processing the payment of contractors' invoices and monitoring payment. 7. Organizing and coordinating administrative arrangements for seminars, conferences and meetings. 8. Administrative management of the search missions of the academic personnel and the absences of the other personnel. 9. Management of the relations with the external suppliers and with the manifold private and institutional partners, interested in financing the research activity (<i>Fund Raising</i>).
Name and address of employer	UNIVERSITY OF STUDIES OF TURIN – DEPT. OF POLITICAL STUDIES Via Giolitti, 33 10123 TORINO
Type of business or sector	PUBLIC ADMINISTRATION
Dates	From 08/03/2006 to 13/06/2008
Occupation or position held	PROJECT OFFICER
Main activities and responsibilities	<ol style="list-style-type: none"> 1. Management of the relations with private and public stakeholders including promotion of on line services developed in the context of the e-government project “<u>Comunicazione on line</u>” addressed to businesses and Public Administrations, organizations of training activities and help-desk services. 2. Planning of marketing and communication activities concerning the services delivered by the CSI. 3. Predisposition of the audiovisual materials devoted to the end-users, aimed to publicize the e-government project “Comunicazioni on line” (see the videos at the link http://www.provincia.torino.it/cgi-bin/VCOLWPUB/show.cgi?cat=8130&site=8113). 4. Planning of the training activities devoted to the different beneficiaries of the project (civil servants; banks; vocational associations; businesses; working agencies; professional associations; working consultants etc..)
Name and address of employer	CSI PIEMONTE - CONSORTIUM OF INFORMATIVE SYSTEMS - Corso Unione Sovietica 216-10134 TORINO
Type of business or sector	Management of Informative Systems of Piedmont's Public Administration (Region; Provinces; Municipalities; Hospitals; Schools etc).
Dates	From 30/01/2005 to 28/02/2006
Occupation or position held	PROJECT OFFICER
Main activities and responsibilities	<ol style="list-style-type: none"> 1. Development and implementation of public awareness campaign concerning the services delivered by the Province of Turin to several counterparts (civil servants; working consultants ; working agencies; vocational agencies; enterprises) through the platform developed in the e-government's Project AtoB (Administration to Business) Piedmont and about the digital signature use. 2. Planning of the training activities devoted to the different beneficiaries of the project (civil servants; banks; vocational associations; businesses; working agencies; professional associations; working consultants etc.).

Name and address of employer	PROVINCE OF TURIN – DG INFORMATIVE SYSTEMS, COMMUNICATION AND INSTITUTIONAL RELATIONS - Via Maria Vittoria 12-10100 TORINO
Type of business or sector	PUBLIC ADMINISTRATION
Dates	From 29/07/2004 to 16/12/2004
Occupation or position held	ASSISTANT DEVELOPMENT MANAGER
Main activities and responsibilities	Assistant Development Manager. Analysis of the economic, financial and social sustainability of the Project Industrial Park of Spišská Nová Ves (financed through PHARE UE Program). External relations activity with Industrial Park's potential investors and stakeholders.
Name and address of employer	MUNICIPALITY OF SPIŠSKÁ NOVÁ VES - DG REGIONAL AFFAIRS- Radnicne namestie c7- Spišská Nová Ves (Slovak Republic)
Type of business or sector	PUBLIC ADMINISTRATION
Dates	From 05/08/2002 to 30/06/2004
Occupation or position held	ASSISTANT PROJECT MANAGER
Main activities and responsibilities	Assistant Project manager for all e-government projects (especially e-government projects concerning Vocational Training, Working Policies and Education) of the Province of Turin, in compliance with the <i>e-Europe Plan</i> . <ol style="list-style-type: none"> 1. Responsibility of the project management activities concerning to the e-government projects developed in the areas of the <i>Working Policies</i> , the <i>Vocational Training Policies</i> and of the <i>Education Policies</i>. 2. Editorial content management for the sections of the Province of Turin' website (see: http://www.provincia.torino.it/e_gov.htm; http://www.provincia.torino.it/sportello-lavoro/com_online/index and http://www.provincia.torino.it/formazione_istruzione.htm) 3. Development of marketing policies to promote the e-government projects and the new digital instruments (i.e. smart cards of digital signature). 4. Responsibility of the external relations with the institutional partners involved in the project.
Name and address of employer	PROVINCE OF TURIN – DG INFORMATIVE SYSTEMS, COMMUNICATION AND INSTITUTIONAL RELATIONS - Via Maria Vittoria 12-10100 TORINO
Type of business or sector	PUBLIC ADMINISTRATION
Dates	From 30/10/2000 to 30/04/2001
Occupation or position held	Trainee
Main activities and responsibilities	Internship at SVILUPPO ITALIA as conclusion of the MBA. I was based at the H.R. Department, supporting in particular the Organization's Development.
Name and address of employer	SVILUPPO ITALIA (National Agency for growth of Southern areas of Country) - Via Calabria 46-00187 ROMA
Type of business or sector	PUBLIC ADMINISTRATION

Education

Dates

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

Dates

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

Dates

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

Personal skills and competences

Mother tongue(s)

From 10/12/2012 to 19/02//2014

EXECUTIVE MASTER IN MANAGEMENT OF PUBLIC ADMINISTRATION (EMMAP)

Study Visit on June 2013 at the Ecole Nationale d'Administration (ENA) - Strasbourg

(Subjects: Difficult State Reform; Benchmarking and comparison regarding public administration reforms)

Public management; Project financing; Human Resources Management; Public law etc.

UNIVERSITA' COMMERCIALE LUIGI BOCCONI – School of Management – Via Bocconi, 8
20136 MILAN

ISCED 6

From 03/11/1999 to 15/06/2001

MASTER POST LAUREAM IN BUSINESS ADMINISTRATION (MBA)

Finance; International Marketing; Law; Communication; Strategies; Human Resources Management.

LUISS GUIDO CARLI- SCHOOL OF MANAGEMENT - Viale Pola 12 00198 ROME

ISCED 6

From 05/11/1994 to 20/07/1999

DEGREE WITH HONORS (LAUREA CUM LAUDE) AND PUBLICATION RECOMMENDED IN PHILOSOPHY with a thesis in General Sociology. Title: "*The transformation of the relationship between men and women in the era of globalization*".

Philosophy; Sociology; Political Studies; Psychology

UNIVERSITY OF STUDIES OF LECCE - Piazza Tancredi 7- 73100 LECCE

ISCED 5

Italian

Other language(s)

Self-assessment

European level (*)

English**French**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
LEVEL B2	LEVEL B2	LEVEL B2	LEVEL B2	LEVEL B2
LEVEL B1	LEVEL B1	LEVEL B1	LEVEL B1	LEVEL B1

(*) Common European Framework of Reference for Languages

Social skills and competences

I have often been involved in several political and also sporting activities in my town. I have been, for many years, a volunteer for a centre for the elderly and, during my adolescence, I have always played volleyball. I believe that in all these situations, I have developed my ability to work in a team and also to co-ordinate people.

Communication skills

I had the opportunity to acquire this kind of competence thanks the job at the Province of Turin where I have interacted with several institutional counterparts with the e-government project AtoB Piemonte and also during my experience like Head of Unit at the University of Studies of Turin, where I have had the possibility to interact with the political bodies and the high level management of the University.

Organisational skills and competences

In carrying out my tasks, I have been in charge of the management of specific projects, from the initial proposal to the implementation and final evaluation. From this I have had the possibility to deal with all the different phases of the projects allowing me to develop my sense of leadership, my aptitude towards teamwork and coordination of people.

Computer skills and competences

- Excellent knowledge about Office Automation, Internet e Outlook Express
- Microsoft Project 2000
- Adobe Macromedia Captivate
- S/w for the creation of digital certificates (Infocamere - Web Telemaco)
- CIA (S/w for the accrual based accounting)
- Adobe Acrobat Professional

Artistic skills and competences

Driving licence

ITALY- Driving Licence CATEGORY B

Additional information

Since 08/02/2008 my name has been placed, from the European Personnel Selection Office (EPSO), in the database of eligible candidates since I have passed the EPSO/CAST27/3/07 competition – Function III Project Officer Profile (my candidate number is 715989).

CAST 27 candidates are eligible to apply for non permanent posts published. For additional information see: <https://blogs.ec.europa.eu/eu-careers.info/cast/contract-agents-2007/cast-27/>

From 1/4/2015 to 31/12/2015 I was in charge for the Politecnico of Bari of a temporary task for high qualified and specialized personnel, assigned by the General Director, in conformity with the art. 7 of the D.Lgs. 165/2001.

It foresaw the activity of training on the job for the personnel of the Politecnico of Bari with the aim to define and implement:

- 1) a new organizational model;
- 2) a system of mapping and valorization of the internal competencies;
- 3) a procedure of job evaluation;
- 4) the new Staff Regulation;
- 5) the revision of the internal processes (BPR activity)

I authorize the treatment of my personal data in keeping with the Law 196/2003.