

## PERSONAL INFORMATION Vincenzo Fumetta

## WORK EXPERIENCE

**(from 2015 - present ) University of Palermo – International Relations office**

Piazza Marina 61, 90143 [www.unipa.it](http://www.unipa.it)

Duties:

Within the Erasmus+ programme I'm in charge of the administrative activities regarding the submission of K102 Capacity-Building Projects and the Jean Monnet action. I also manage the administrative procedure for the drafting of International cooperation agreements stipulated between my university and other partner universities all over the world. Amongst my other duties, I update the CINECA database MIUR (Ministry of Education, University and Research).

Lastly, I collaborate with other colleagues, at the International Cooperation for the management of the Cooperation Development Projects led by the University of Palermo.

**(from 2003 - 2014 ) University of Palermo – International Relations office**

Piazza Marina 61, 90143 [www.unipa.it](http://www.unipa.it)

Duties:

European Union programs Tempus and Erasmus Mundus. I'm in charge in the development of the project of two European programs called Tempus and Erasmus Mundus. In particular I'm the responsible for all administrative activities regarding the steps of presentation of the projects, and the incoming procedures of the three Erasmus Mundus projects running in Unipa called (System Dynamics, Glitema and Hermes).

International cooperation agreement. I work in the administrative procedure in the drafting International cooperation agreements that my university stipulates with other university all over the world.

THETYS network . Recently I'm in charge to realize in our University the the annual meeting of the network THETYS that this year will take place in April 2014.

**(from 1999 to 2003) NGO Argonauti**

Duties:

Development of European Union program Youth. I was in charge in the development projects of the EU programme called Youth which principal aim is to create a European mobility of young people especially of poor areas of big cities. I coordinated a project who involved Spain, Poland Sweden and Italy.

EDUCATION AND TRAINING

(from 1994 – to 1999)

**Degree in Social Statistic**

Degree in Social Statistic in the University of Palermo (Italy)

PERSONAL SKILLS

Mother tongue Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER
English	: INDEPENDENT USER	: INDEPENDENT USER	: INDEPENDENT USER	: INDEPENDENT USER	: INDEPENDENT USER

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Personal skills and competence

- Accomplishing a job with a minimum expenditure of time and effort,
- Excellent reporting skills.
- Ability to work under pressure
- Ability to work in team.
- Successful in meeting deadlines
- Ability to build effective relationships
- High level representation skills
- Excellent analytical and problem-solving skills

Organisational / managerial skills

- Intensive 4 years of experience in coordinating, student exchange, and in organizing conferences, workshops, and seminars
- Presentation Skills , Team work management, Work under pressure.

Other skills Photography

Computer skills

Microsoft Applications: Word, Excel, Power Point, ACCESS, Outlook, Excellent Internet research skills.

ADDITIONAL INFORMATION

Driving licence

I have the driving licence category B – Private passenger vehicle licence