



MARIA VINCENZA IURISCI

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Fossacesia, (Chieti) Italy

EDUCATION:

The Professional Institute, "De Giorgio", Chieti Italy

Company Secretary Diploma

High School Diploma

1984

State Higher Education Institution, Chieti Italy

Commercial Operator Diploma

1990-1991

Diploma grade 44/60

Politecnico Fiorentino

Basic Data Programming grade 46/60

April-May 1985

Certificate Level B 1st Course Pre-Intermediate

October 2004-April 5th 2005

Level B 2st Course Pre-Intermediate Diploma grade 76/100

Cambridge Institute Study Center, Chieti Italy

March 2005- April 2006

Occupational Field:

Senior Human Resources

Negri Sud Foundation ONLUS– Chieti, Italy

June 2001 May 2015

I have been tasked with overseeing all personnel selection processes until they remain within the foundation. My primary goal was to bring together the research institute's and the researcher's interests. Personnel research, CV screening, job interview management, and activity monitoring are among the jobs. I complete on a regular basis. Ensure that researchers are valued in all business processes, and undertake human resource training and development programs.

Senior Higher Education

Institute of Pharmacological and Biomedical Research, Consorzio Mario Negri Sud – Chieti, Italy

September 2002-May 2015

The goals were, in particular, to employ the teaching technique to make the courses particularly practical, capable of providing participants with not only knowledge but also real skills and tools that can be applied immediately in the field of scientific research. The European and Ministerial Research initiatives were designed to optimize the link between time spent and skills transmitted. The statistical report that I personally created was

completed after 25 years of research training. My institutional projects office was in charge of implementing the courses at the Research Institute.

Senior Auditor Quality System, (UNI EN ISO 9001:2000),

Institute of Pharmacological and Biomedical Research, Consorzio Mario Negri Sud – Chieti, Italy
October 2005-May 2015

I was authorized to lead management system audits in order to prepare for a third-party audit that included the entire verification procedure. Internal auditing (of 1st level); Supplier auditing (of 2nd level), verification of suppliers or any company other than your own; External auditing or certification (3rd level) was the verification of another organization through the provision of certification services.

Senior Administrative Management

Negri Sud Foundation ONLUS– Chieti, Italy
from 2002 to 2015

As Office Manager for Work Process Optimisation, I was involved in decision-making and communication processes that were very critical to the success and success of European and Ministerial Initiatives and projects.

Senior Logistic

Institute of Pharmacological and Biomedical Research, Consorzio Mario Negri Sud – Chieti, Italy
July 1993- November 2000

I handled the company's logistic center in close collaboration with all business departments to achieve the company's objectives and key performance indicators (KPIs) (Key Performance Indicators). I was also in charge of all projects linked to the management of the pole itself, both technically and in terms of transportation, customs clearance, and management (management of reporting and budgets). In addition, solutions for optimizing logistic operations and warehouses are being developed.

Receptionist

Institute of Pharmacological and Biomedical Research, Consorzio Mario Negri Sud – Chieti, Italy
September 18th 1989/July 01st 1992

Technical Skills and Competences:

Word, Power Point, Excel, FileMaker Pro, Gimp Image Editor,

Training Course

from October to December 2011

National Institute Professional Training and Education – ENFAP *Chieti, Italy*

- Audit of Quality Management Systems (UNI EN ISO 9001)
- Safety, Personal Protective Equipment D.P.I. (Legislative Decree 81/2008)
- Problem Solving, Preparation of the Forecast Budget of the Account
- Balance sheet of the Economic and Balance Sheet

04th May 2012

Development Agency Chamber of Commerce, Chieti, Italy

- International Marketing Course

from 14th to 20th July

Board of Education Institute of Pharmacological and Biomedical Research, "Consorzio Mario Negri Sud", Chieti, Italy

- Certification and Quality Management (ISO IEC 17025)
- Planning and Reporting European Projects Agency (APRE)

- Workplace Safety PPE (Legislative Decree 81/2008)
- Course File Maker Pro: Organization and Management of a database
- Course Office Suite (Word, Excel, PPT, Access)
- Course Web and Social Communication

Switchboard Operator Certificate

08 Mayth 1992

Siemens Telecommunications, Modena Italy

Additional Information

Collaboration of Research Publications

- Rossi C., Hess S., Eckl R.W., Di Lena A., Bruno A., Thomas O., Poggi, Journal Thrombosis Haemostasis, (2006).
- Tamburro A., Amorisco A., Murzilli S., Pastorelli R., Rossi C., Rotilio D., Del Boccio P., Cellini F., Urbani A., Poggi A. Journal of Proteomics, 2009

Professional Experience

July 2023 – Present

Scientific and Teaching Secretariat

Laboratory of Vascular and Stem Cell Biology, Department of Medical, Oral and Biotechnological Sciences - CAST - Center for Advanced Studies and Technology University - G. d'Annunzio Chieti-Pescara, Via L. Polacchi, 11 - 66100, Chieti – Italy

- Provided assistance to researchers in carrying out their activities and prepared schedules for professors' lectures, managing the classroom and teaching materials.
- Managed doctoral cycles (37th-38th-39th) as part of the Doctoral Council Secretariat, providing support to doctoral students.
- Handled administrative tasks, including archiving and correspondence.
- Organized events and meetings.
- Provided reception and support to users.

Key Points:

- Demonstrated strong organizational and time management skills.
- Proven ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Experience in providing administrative and logistical support.

- Senior Sales Advisor

from February 01th 2022 to February 2023

MFM S.p.A., Chieti, Italy

I was in charge of determining sales targets and tactics, as well as establishing the sales staff. good teamwork, interpersonal, and organisational abilities.

- Senior Sales Advisor

from September 15th 2020 to August 31th 2021

Di Fabio & Patners, Intermediazione e Servizi Commerciali, Chieti, Italy

It has been a key experience inside my company's commercial sector to represent the brand and communicate to the client. In particular, my figure represented the relationship between firm and the users, because it was necessary to explain the composition of items,

their application, and technical attributes to consumers. Transfer any relevant information to expedite the sale was required. Moreover, to effectively communicate with customers, it was necessary to have strong linguistic qualities, outstanding dialectics, and to acquire the capacity to listen carefully and observe.

- Sales Assistant Wine

Jennary 14th Dicember 20th 2019

Cantina Madonna Dei Miracoli, Casalbordino, Cantina Agriverde, Chieti, Italy

- Promoter Part-time

from March 2018 to ToDay

Bontà Di Fiore Salumificio, Chieti, Italy

I was in charge of determining sales targets and tactics, as well as establishing the sales staff. Interpersonal, organisational, and collaboration abilities are essential.

Goals achieved included a proclivity to sell, collaborative leadership, planning, and organisation, excellent problem-solving and listening skills, the ability to present the activities and services of the company I represented to potential customers, being an excellent communicator, networking, and dynamism.

- Hostess Part-time

Jennary-March 2017

Agency Promosales, Agency Anno Zero, Agency ImageService, Agency Dama, Agency Propaganda, Italy

My professional function was to assist event organisers during various sorts of events, such as commercial, cultural, sporting, or musical activities. My primary responsibilities were greeting and assisting participants, as well as providing organisational assistance during the event's setup and run. My responsibilities were established at the briefing. The organising agency provided the personnel with all of the information they needed to properly execute their function such as how to cooperate in the setup of the stands and the preparation of the hall or premises that hosted the event; when participants arrive, we greet them and helped them (guests, speakers, visitors). I delivered the programme, distributed information materials, and offered clear and complete answers to inquiries; Registration of participants' personal information and distribution of entry badges; Create certificates of participation and distribute customer satisfaction questionnaires

Event Supervisor

April-June 2017

Hotel Villa Medici, Chieti, Italy

Wine Export Manager

Jennary - December 2016

Wine Cellar Eredi Legonziano, Winery La Vinarte, Chieti, Italy

During this time, I attempted to provide the firm with an entry point into overseas markets for the export of its own products or the provision of its own services. To get to this point, a number of governmental procedures had to be completed in order to be allowed to exercise in that specific nation, to understand what means of shipping and transit might be used to build a business strategy for the initial entry into the market and subsequent evolutions. I oversaw all of these stages and advised the organisation on how to make the best decisions. At the very least, it was important to have a thorough understanding of the target market and a dense local business network with whom to establish long-term connections from the start.

Assistant Office Institutional Projects And Negri Sud Foundation Onlus

From Jennary 2001 to May 2015

Institute of Pharmacological and Biomedical Research, Consorzio Mario Negri Sud – Chieti, Italy

Receptionist

September 18th 1989/July 01st 1990

Institute of Pharmacological and Biomedical Research, Consorzio Mario Negri Sud; Chieti, Italy

My job as a receptionist was an important part of the structure of my research institute at the time. in charge of client service (front office and back office). The call management system was also available in English and French, which was essential for welcoming international researchers.

Marketing Manager

April 1988/August 1989

Azienda Cibotti, Chieti, Italy

The sales goals achieved were a key part of the SMART business plan: measurable, quantified promptly, specific, accessible, realistic and timely.

Summer Lifeguard Children

from July 1st to July 31th 1982-1983-1984