

## Adamo Cristina



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Nationality Italian

Date and place of birth Vibo Valentia, 12 December 1972

### Work experiences

Date 09 November 2009 → present

Name of employer ICRANet - International Center for Relativistic Astrophysics Network  
Administrative employee

Main activities and responsibilities Administrative office: accountancy, preparing reimbursement and rewards for scientific visitors, on – line payments, analysis of bank statements.

Date 04 March 2007 → 09 October 2009

Occupation or position held Head Administrative Office

Main activities and responsibilities Account and budget  
General Account. Active and passive billing cycles. Bank settlement. Treasury management and bank relations management. R.I.B.A. emission. Down-payment and invoice discount management. Payment and takings management. Independent management of the main civil-fiscal fulfilments with a particular attention to the periodical settling and vat statement. General account management. Assets management. Arrangement INTRA model. Arrangement of the financial year ending. Reclassification of the budget. Management of the accounting plan. Implementation of new instruments aiming at improving the efficiency of the administrative services.  
Administrative management of the staff: recruitment and selection interviews, drawing up of mandatory documents (matriculation and presences books), elaboration of timesheets.  
Management of clients and suppliers' order. Purchase and choice of suppliers to be qualified. Prices definition, deposit and shipment management.

Name and address of employer Solaris Srl - Manoppello (PE) - Industrial Springs Production

Date 01 April 2001 - 28 January 2004

Occupation or position held Responsible for marketing planning

Main activities and responsibilities Evaluation of markets perspective.  
Coordination and reduction of commercial plans.  
Survey of the competition sale prices  
Coordination of marketing plans and commercial budgets

Name and address of employer Merker SpA - Trucks production

Date 1997 - 2000

Title of qualification awarded Trainee at a Business Consultant

Principal subjects / occupational skills covered Ordinary and simplified account. Fiscal fulfilments. European balance. Income tax return.

Consultant office Dott. Vincenzo Micozzi - Pescara

Date 1997 - 31/03/2001

Principal subjects / occupational skills covered Responsible for Quality Insurance (ISO UNI EN 9002)

Management Assistance

Purchase management

Administrative and fiscal fulfilments

Definition of Marketing plans and monitoring of mix marketing elements

Name and address of employer Solaris Srl - Industrial Springs production

Date 1997 - 1997

Occupation or position held Stageur

Main activities and responsibilities Implementation of check systems management

Name and address of employer Software House Polymatic - Chieti Scalo

### **Education and training**

Date November 1991 - 16 July 1996

Title of qualification awarded Degree in Economics – Economics of financial middleman

Name and type of organisation providing education and training University L.U.I.S.S. - Guido Carli – Roma – Final marks: 105/110 – Thesis: “Tax incentive for the occupational development”

Dates 1986 - 1991

Title of qualification awarded Secondary School Degree

Name and type of organisation providing education and training Liceo Scientifico Leonardo Da Vinci - Pescara

Dates 1997 - 2000

Title of qualification awarded Trainee at a Business Consultant

Main Subjects Ordinary and simplified account. Fiscal fulfilments. European balance. Income tax return.

Name and type of organisation providing education and training Consultant office Dott. Vincenzo Micozzi - Pescara

Date	1998 - 1998
Title of qualification awarded	Brief Master on Tax Law
Name and type of organisation providing education and training	University D'Annunzio - Pescara
Date	1998 - 1998
Title of qualification awarded	Postgraduate Course on " European Union: institutional, juridical and economic aspects"
Name and type of organisation providing education and training	European Commission and University of Lyon: corse in Paris and Lyon. Success on final exams.
Dates	1997 - 1997
Title of qualification awarded	Expert in enterprise management
Main Subjects	Purchase and logistics, financing, administration and control, marketing, production, budget, bringing out of new products
Name and type of organisation providing education and training	Regione Abruzzo - CIFAP
Dates	1997 - 1997
Title of qualification awarded	Evaluator of Quality systems
Main subjects	Expert according to the ISO regulations. Qualification for leading controls according to the UNI EN 9002 regulations.
Personal skills and competences	
Mother tongue	Italian
<i>English</i>	Indipendent User
<i>French</i>	Basic User
Social skills and competences	Communication Ability acquired during the working experiences Aptitude to learn, adaptable to new situations, different from the known ones. Ability to work under pressure. Good aptitude to work in multicultural environment thanks to the experiences spent abroad for education or personal reasons. Team spirit
Organisational skills and competences	Innate sense of organisation both in the working place and in the management of personal and familiar life. I am considered as a reference point by the production operators.

Technical skills and competences

Mastery in quality control processes in small enterprises (I was responsible for the quality evaluation)

Computer skills and competences

Good Knowledge of Microsoft Office (Word, Excel e PowerPoint)  
Very good knowledge of Team System – Gamma, Mult program  
Basic knowledge of graphic application  
Good knowledge of Internet and web search engines.