

## PERSONAL INFORMATION

## EDOARDO FERRARA

 VIA PELLEGRINO MATTEUCCI 15, 00154 ROMA (Italy)

 (+39)3471873822

 edoardo\_ferrara@yahoo.it

 MSN m.me/edo.ferrara.7

Accounting, administrative and consular Officer at the Italian Foreign Office, with a post-graduate background in legal matters, human resources and humanities, and a professional experience gained in an international context.

Very organized, analytic, well-spoken and with excellent communication skills, seeking career opportunities in the HR sector related to own professional/academic profile - path

## WORK EXPERIENCE

18 Oct 2021 -

**Attaché for administrative affairs – Accounts manager**

CONSULATE GENERAL OF ITALY IN LONDON - UK

30 Dec 2016–17 Oct 2021

**Administrative-accounting and consular Officer**

ITALIAN MINISTRY OF FOREIGN AFFAIRS, ROMA (Italy)

Responsible for ensuring a regular funding flow related to the economic allowances in favor of permanent staff deployed abroad for a pool of Embassies and Consulates.

Liaising with head-office to study necessary system implementations for the application of law enforcements/repeals.

16 Feb 2021

Recruited as Officer for Administrative-Accounting and Consular affairs following an open competition for examinations and qualifications - Italian Official Journal n.56 17-7-2018 (177 Funzionari amministrativo-contabili-consolari) – being listed as winner among thousands of candidates.

15 Jul 2013–29 Dec 2016

**Accounts manager**

ITALIAN EMBASSY IN TALLINN, TALLINN (Estonia)

For the entire duration of this experience, I was fully in charge of the administrative and financial sector of the Italian Embassy in Tallinn, in the position of Accounting Agent, Cashier and Consignee. All-round skills and flexibility are essential to cope with the work-environment of a small Embassy. In fact, my daily work routine could easily sway between administrative-accounting duties, including for instance, budget drafting or organizing a cultural event, and political activities such as, for example, de-briefing to the Italian government, Estonian positions on a forthcoming EU General Affairs Council agenda.

Therefore, according also to the following, indicative, task/duty list, it has been really an all-round HR experience, in the context of a dual legislative framework (Italian / Estonian).

**Activities/skills:**

Drafting budgets; weekly, monthly, trimestral, annual reporting operations to the Italian State department; goods/services acquisition from domestic and foreign suppliers; VAT and excise duties exemptions;

Application of locally employed staff work-agreements;

Preparation/payment of Salaries/Payrolls, social Insurance - social taxes, social security benefits;

Salary increase applications;

Recruiting staff and maintaining personnel records;

Tracking holidays, sick-leaves, time in-lieu and personal time, layoffs;

Requesting legal counsel reviews;  
Foster and maintain effective working relationships with external bodies (Estonian Ministries, Tax board, Local cultural institutions);  
Assisting the Italian community (liaison with the consular office).

15 Nov 2011–14 Jul 2013

ITALIAN MINISTRY OF FOREIGN AFFAIRS, ROMA (Italy)  
Recruited as an executive following an open competition in  
Italian Official Journal G.U. n. 47 17.06.2008 - 37 collaboratori contabili

## EDUCATION AND TRAINING

---

10 Oct 2010–23 Jul 2018

### BA Law studies

UNIVERSITA' DEGLI STUDI DI NAPOLI PARTHENOPE, NAPOLI (Italy)

Civil law  
Criminal law  
Civil law  
Criminal law  
Legal procedure (for civil and criminal matters);  
Private law;  
Administrative law;  
Public, constitutional, EU, International, Private international law;  
Nautical law (maritime and aerial);  
Labor law;  
Law in ancient Rome, medieval and modern times.  
Final dissertation on the EU budget reform.  
A full transcript is available on request

1 Nov 1999–21 Nov 2003

### BA Humanities

UNIVERSITA' DEGLI STUDI DI SALERNO, Salerno (Italy)

Anthropology, History, Literatures, Philosophy, Philology,  
Arts. A full transcript is available on request.

10 Sep 2006–31 Dec 2007

### Msc Human Resources

London South Bank University, London (United Kingdom)

Listed below all units passed (each unit consisted of three tests equally weighed to a combined pass mark /

an oral presentation on a matter agreed with the professor, an essay to deliver by the end of the unit session on a general topic set by the professor, and a written test on a series of random questions on the unit subject):

Managing in a strategic business context  
International employment relations  
People resourcing  
International strategic personnel and development  
Managing for results  
Managing and leading people  
Dissertation (on work – life balance)

A full transcript is available on request

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	Msc Human Resources management / LSBU 2007. Various study experiences in the UK over the course of my life				
French	B2	B2	B1	B1	B1
Spanish	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid