




PERSONAL INFORMATION

Giulia Ciappa

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Sex Female |  Date of birth 10 November 1977 |  Nationality Italian

WORK EXPERIENCE

LUG. 2014 - in corso

IT supervisor Digital division (digital magazine / subscriptions)

FilmTv (Tiche Italia s.r.l.)

Via Lodovico Settala 2, 20124 Milano (MI) (Italia)

<http://filmtvod.com>

Creation and managing filmtvod.com website

Social network managing (Facebook, YouTube, Twitter)

Adaptation and layout digital publishing (FilmTv, Cinerama, Scanners)

Digital subscriptions managing

 Business or sector Publishing

26 Mar 2012 - 31 Jul 2012

Administrative assistant

Studio Legale Tuccillo

Via San Tommaso d'Aquino 33, 80133 Naples (Italy)

Trials progress manager / Insurance companies relation manager / Workflow informatization manager

 Business or sector Legal

14 Jul 2009 - 1 Jul 2011

IT technician / Junior programmer / Coordinator and Operator in digital capture and image processing

AdActa s.r.l.

Via Arno 102, 50019 Sesto Fiorentino, Florence (Italy)

<http://www.adactanet.it>

Main tasks:

- Digital acquisition, at Quirinal Palace, of historical cards catalogues of the Presidency of Italian Republic and of volume catalogues of the King and the Queen; web application development for scanned catalogues utilization;
- Digital acquisition of artistic works in various type and size at "Gabinetto dei disegni e delle stampe" in Santa Croce sull'Arno (Pisa), made with a Digibook RGB 10.000 planetary scanner;
- Digital acquisition of Passerini-Landi Library Ancient Fund cards catalogue in Piacenza;
- Digital acquisition and OCR processing of Florence University Technology Science (Agrarian Studies Faculty) Library volumes;
- Digital acquisition of Tuscany Region Journalists Association resigned members dossiers;
- PHP / MySql web application development for historical catalogues consultation and management, compliant with W3C and WAI-AAA accessibility standards (Passerini-Landi Library in Piacenza and Teresiana Library in Mantova);
- Digitized historical catalogues cards indexing team coordination (all the mentioned libraries).

*Digitalization (Scanning and Digital capture) / Digital image editing and processing
Indexing*

*Web applications creation and maintenance / HTML / PHP programming
HW / SW technical assistance / helpdesk*

Business or sector Imaging & Digitalization / Cataloguing / CAD Services

1 Oct 2007 - 15 Apr 2008 **IT technician / Lab coordinator**

Solarisys s.r.l.
Via San Morese 34, 50041 Calenzano, Florence (Italy)
<http://www.solarisys.it>

Lab and onsite technicians coordination
Material and spare parts management
Customer care and communication / helpdesk

Business or sector HW / SW technical assistance

1 Jan 2007 - 10 Apr 2007 **Employee**

Centro Archivi & Co.
Via dell'Artigianato 9, 52026 Pian di Scò - Faella, Arezzo (Italy)
<http://www.archivisrl.it>

Archives indexing and organization

Business or sector Business services

2003 - 2012 **Webdesigner (freelance)**

- FilmTv On Demand
<http://filmtvod.com/>
- Go-Digital
<http://www.go-digital.it/>
- Libreria Popolare di via Tadino
(soon online)
- Betty's Town
(soon online)
- Saponi & Sapere
<http://www.saporiesapere.it>
- ProGlo Edizioni
<http://www.progloedizioni.com>
- AdActa s.r.l.
<http://www.adactanet.it>
- B&B Il Bastione
<http://www.ilbastione.com>

Apr 2002 - Sep 2002 **Employee**

Villaggio Stella Maris
Via Stella Maris 1, 80014 Marina di Varcaturo, Naples (Italy)
<http://www.villaggiostellamaris.it>

Cashier

Business or sector Tourism / Resort

EDUCATION AND TRAINING

1990 - 1994 **Secondary school - Classical education**
 Liceo Classico "Ettore Majorana", Pozzuoli, Naples (Italy)

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B1	B1	C2
French	A2	B2	A1	A1	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/files/quest_doc/CEFR.pdf)

Communication skills

- Team working and relatione with colleagues I need to share tasks and responsibilities with
- Human contact attitude, either indirect (e.g. by phone) or direct (e.g. shop customer)
- Problem solving attitude, in relation to customer contact too (e.g. technical assistance)
- Customer contact attitude as unique point of contact (e.g. in onsite jobs requiring long travels)

Organisational / managerial skills Ability to manage and organize my own and others' work, planning and assigning tasks, taking advantage of available resources, taking personal responsibility or roles where appropriate

Job-related skills PC assembling
 LAN / WAN networks configuration

Computer skills Programming:
 CMS (e.g. Drupal, Joomla, Wordpress etc.) [advanced level]
 HTML, XHTML, CSS 2.1, W3C, Accessibility / Usability (WAI) [advanced level]
 PHP, SQL [good level]
 ASP, Javascript [base level]

Database:
 DBIII
 MS Access
 MySQL

Graphic:
 Adobe Photoshop [good level]
 Gimp [good level]

Various:
 Office (Microsoft / Open Source) [advanced level]
 FTP Client
 ABBYY Fine Reader [good level]

Known OS:
 Microsoft Windows (95, 98, ME, 2000, NT 4.0, XP, Vista, 7)
 Linux debian-based distros [good level]
 Mac OS

ADDITIONAL INFORMATION

- Community** Drupal official italian translation team member (Drupalitalia.org)
- Artistic skills** Writing (novel, poetry)
Film criticism
Photography
'Creative' radio speech
- Driver license** B (own car)