

PERSONAL INFORMATION



WORK EXPERIENCE

05/05/2014-04/05/2015 Volunteer of National Civil Service

Ersu Cagliari, Cagliari (Italy)

Ersu Cagliari collaborator in the Project: "UnivERSabilità: università per tutti".

18/11/2013-24/01/2014 Customer Service Associate

Amazon Italia Customer Service, Cagliari (Italy)

Customer service officer.

05/12/2011 VFP1

Ministero della Difesa, Portoscuso (Italy)

VFP1 Maritime District Office at Portoscuso.

EDUCATION AND TRAINING

29/02/2016-01/03/2016 Driving courses enabling forklift.

Azienda Sicura, Cagliari (Italy)

Driving course with license.

06/07/2015-21/11/10/2015 Technician of management processes and control in plants for the treatment and development of biomass

Tecnofor S.r.I., Cagliari (Italy)

Training course with professional qualification.

Main skills:

- Disposal of waste and environmental impact: regional, national and Community laws
- The environmental media and polluting alterations
- Informatics
- Mathematical models for energy recovery
- Biomass: industrial processes for energy conversion
- Accounting and Budget Items
- Occupational safety and first aid
- Effective communication and group management
- Guided tours
- English Language

Curriculum vitae Stefano Melis

30/09/2013-11/10/2013 Intermediate Full-Immersion English Course

Anglo American Centre, Cagliari (Italy)

Intermediate English language certification.

22/08/2013–26/09/2013 English Course "English to find a job"

Cultural Association "Alfabeto del Mondo", Cagliari (Italy)

Main skills:

- The Curriculum Vitae
- Exercises of listening, writing, speaking and reading on CV
- The cover letter
- How to write a formal letter
- Reading and writing on formal letters
- The job interview
- Preparing for the interview
- Simulation of the job interview and correction

05/10/2009-18/07/2013 Master in Natural Sciences

University of Cagliari, Cagliari (Italy)

Title of the thesis: "The use of biomass for removal of emerging pollutants from wastewater".

14/06/2010–30/11/2011 Technician of planning and management of integrated waste cycle

Isogea, Cagliari (Italy)

Training course with professional qualification.

Main skills:

- Elements of chemistry, physics, biology, geology and cartography
- Environmental law
- Principles of characterization and waste analysis
- Business administration Waste management
- Planning and tariff systems
- Landfill facilities
- Biomass plants
- ProjectsThe other plants
- Business Organization
- Remediation and risk management analysis
- Programming, planning, control and environmental certifications
- Health and safety in the workplace with particular reference to waste management. Identification of risks and their assessment. Risk prevention. The emergency and evacuation plan
- · Planning and design, preparation of draft according to the logical framework approach
- Design of a GIS
- Practical Compliance: completion of the form, the register of loading and unloading and the MUD. Relations with bodies responsible for checking on proper waste management
- The creation of businesses

27/02/2010–04/03/2010 University training - Scientific research at the "Natural History Museum" of London (United Kingdom)

University of Cagliari, Cagliari (Italy)

University training





27/01/2010-30/01/2010 University training - Scientific research at the "Zoo de Barcelona";

Barcellona (Spain)

University of Cagliari, Cagliari (Italy)

University training.

14/10/2009–27/10/2009 University training - Scientific research at the University "Alexandru

Ioan Cuza" of Iasi (Romania)

University of Cagliari, Cagliari (Italy)

University training.

03/10/2005-22/07/2009 Bachelor in Natural Sciences

University of Cagliari, Cagliari (Italy)

Title of the thesis: "Sardinian deer: derivations, fossil discoveries and current distribution".

26/02/2009-16/06/2009 English Course Level B1

University of Cagliari, University Language Centre, Cagliari (Italy)

English language certification level B1.

03/09/2007–21/09/2007 University training - Field of Zoology School, detection techniques

fauna for the census to the bell of the Sardinian deer

University of Cagliari, Cagliari (Italy)

University training.

18/09/2000-14/07/2005 High school diploma

Scientific high school "A.Pacinotti", Cagliari (Italy)

Scientific high school diploma.

29/07/2004–10/08/2004 Junior English Course level Pre-Intermediate

National College of Ireland, Dublin, Éire/Ireland

Study trip with English language certification.

07/07/2003–21/07/2003 English Language Summer Course

Filippin College, Paderno del Grappa (TV) (Italy)

Study trip with English language certification.

PERSONAL SKILLS

Mother tongue(s)

Italian

Other language(s)

UNDERSTANDING		SPEAKING		WRITING		
Listening	Reading	Spoken interaction	Spoken production			
B2	B2	B2	B2	B2		
Intermediate Full-Immersion English course English Course Level B1						

Junior English Course level Pre-Intermediate

English

English Language Summer Course

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Common European Framework of Reference for Languages



Curriculum vitae Stefano Melis

Communication skills

Good communication skills acquired during my professional experiences of volunteer National Civil Service, Customer Service Associate and VFP1.

Good interpersonal skills with the public learned during my professional experiences of volunteer National Civil Service, Customer Service Associate and VFP1.

Organisational / managerial skills Good organizational skills to work in a team acquired during my professional experiences of volunteer National Civil Service, Customer Service Associate and VFP1.

Job-related skills

Skills in problem solving, front and back office acquired during my professional experiences of volunteer National Civil Service, Customer Service Associate and VFP1.

Detection and environmental monitoring skills acquired at the University of Cagliari.

Management skills and planning of the integrated waste cycle acquired during the training course in Isogea.

Process management expertise and monitoring at the treatment plant and the valorization of biomass acquired during the training course in Tecnofor S.r.l.

Theoretical and practical skills in the use of forklift acquired during the driving course at Azienda Sicura.

Digital competence

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

Digital competences - Self-assessment grid

Capable of using all the programs of the office packet, such as Word, Excel, Power Point, Publisher. Capable of browsing in Internet. Capable of using e-mail. Good knowledge of Windows and Linux operating systems.

Other skills

Accompanying skills of disabled children acquired during my professionale experienceof volunteer National Civil Service.

Driving licence B

ADDITIONAL INFORMATION

Publications

Sardinian deer: derivations, fossil discoveries and current distribution

Present environment and susteinable development, Nr. 4, 2010

Conferences

4th International Symposium Present Environment and Sustainable Developement

Universitatea "Alexandru Ioan Cuza" Iaşi Facultatea de Geografie şiGeologie Departamentul de Geografie

October 16, 2009

Projects

Youth Exchange "The Earth Art. Design your Environment"

Organization TDM 2000

Braga (Portugal) 22-30 April 2013

Seminars

"The use of algal biomass for energy and environment"

Sardegna Ricerche

December 10, 2015



Curriculum vitae Stefano Melis

Seminars "Leadership in land management and defense of the populations"

R.Y.L.A. District

Sardinia 7-8 May 2015

Seminars "Tools to deal with change and challenges of the European labor market"

Center MOVE - Regional Employment Agency

15-16 October 2013

Seminars Information Seminar for Youth Mobility MOVE

Center MOVE - Regional Employment Agency

September 26, 2013

Honours and awards Degree Award

University of Cagliari November 2010

Memberships Member of CNGEI from 2003 to 2006.

Memberships Members of TDM 2000 in 2013.