

CURRICULUM VITAE DI MARCO BRAIA

PERSONAL DETAILS :

Place and date of birth: Rome, 23rd of January 1975

ADDRESS: Via Firenze 7 Pal.B., Ciampino, 00043 (Rome, Italy).

TEL: (+39) 0 664014588 **MOBILE:** (+39) 3393836768

Tax code: BRAMRC75A23H5010 **VAT NR.:** 11828311008

EMAIL ADDS: marco.braia@gmail.com ; Italian driving license with own car

COMPULSORY MILITARY SERVICE : Served c/o Rome Fire Department. March 1998 – March 1999.

EDUCATION / QUALIFICATIONS:

JUNE 2011. Certification course “Mediatore Civile e Commerciale” c/o UNIVERSITA’ TELEMATICA DELLE SCIENZE UMANE NICCOLO’ CUSANO, ex D. Lgs. 28/2010 e D.M. 180/2010.

March 2004. Certification course “Paghe e Contributi”, presso Associazione Piccole e Medie imprese Tuscolane e dei Castelli Romani, con sede a Frascati.

March 2003. Master in Law “Diritto Economia e Tecnologie informatiche” from Università degli studi di Camerino (Macerata - Italy). Duration: March 2002 – March 2003.

December 2001. Italian Degree in Law from Università degli studi di Camerino (Macerata - Italy) in 19th of December 2001.

July 1994. Italian equivalent of A-level upper high school from public school called Liceo Scientifico Statale “Vito Volterra” in Ciampino (Rome – Italy).

WORK EXPERIENCES: (available now)

From 03/2014 to 12/2015. Consultant sales department chairs and office furniture professional in Roma and Lazio

From 04/2012 To 12/2015. : Freelance ICT Consultant for B2C & B2B . **SKILLS:** help-desk troubleshooting S.O. Windows 2000, Xp, Win7, Win 8, Win10; HW/SW Installation; Home network set up; Backup operation on digital support. **Webmaster** of these sites: www.trovagratis.net Laviuzza.it and my personal website: www.marcobraia.com

From Sept/2006 to Jan/2012. Permanent Agreement with G.M. SERVIZI S.R.L. as "Information Technology Help Desk Clerk" on Windows suites and applications, resident at client company site **SELEX ELSAG S.P.A (Finmeccanica Group Company)** **SKILLS:** help-desk troubleshooting tickets; S.O. Windows 2000, Xp, Win7 according to company policies Installation; HW/SW Installation; Lotus Notes Client; First level TCP/IP protocol Help desk; Domain and company users profiles management (Active Directory, System Center Configuration Manager 07); Remote help desk (by tools Dameware e Teamviewer); Storage management Hardware e Software; First level Help desk on Ricoh network printers; ; First level Help desk video and audio conference system p2p and multi-points (Polycom); Blackberry (client desktop manager Installation, change device).

From June/2006 to July/2006. , Freelance Agreement at **ATSNET SERVICES srl.** **SKILLS:** accounting back office activities operator (Data Entry) resident at client company site **GMAC ITALIA FINANCIAL SERVICES S.p.A.** (General Motors Group).

From Dec/2005 to May/2006. From Freelance Agreement at **B2WIN SPA.**(Gruppo Caltagirone) **SKILLS:** inbound Senior phone-operator/Call center- attendant in B2b automotive services.

From Jun/2003 to Sept/2005. Temporary work agreement at **ACI GLOBAL S.P.A.** (one of the most famous and well known company in the road-side assistance, Automotive solutions and Automotive after-sales services in Italy) located in Via S. Cannizzaro 83/a – 00156 Roma, **SKILLS:** customer care clerk (Break-down services, after-market automotive, after-market assistance) both for domestic and foreign customers .

From Feb/2003 to Mar/2003. Stage at Università degli Studi di Camerino, ASI office – ICT Area (100 hrs).

From 1998 to 1999. Main editor of the Book "Contrabbassando - Consigli utili per il contrabbassista" - Ed. Millennium Romae; C. 1999.

PC SKILLS: Operating Systems :Windows '9x/00/xp/Vista/Win7, Win8.1; Win10

Microsoft Applications: Word, Excel, Power point, Explorer (Web surfer), Outlook express, Microsoft Publisher, IBM AS400 (user) , HTML (Adv. User), Seo search (user).

EXPECTANCIES:

I would like to find an interesting occupation at a firm based company where I can increase both my professional and knowledge skills and where I can, really, have good possibilities (both economically and professionally) for my career advance

"I grant permission for my personal information to be used, ref. Italian Privacy Law 196/2003"

Ciampino li, 29 marzo 2016