

## PERSONAL INFORMATION FEDERICA SBRENNNA

 3, Voorhees Way, Pennington 08534 New Jersey

  +1 609 2139180

 fsbrenna@yahoo.it

**Sex** F | **Nationality** Italian, in posses of L2 Visa and US work permit

## PERSONAL STATEMENT

Expert in Recruitment, Training and Development in Information Technology and Telecommunication Companies; Certified Coach in *Conscious Business Coaching* with Fred Kofman and Certifying in *Brain Based Coaching* with Neuroleadership Institute (David Rock).

## WORK EXPERIENCE

From 2012 untill now

I've spent these years living abroad due to my husband international assignments in Portugal, France, Argentina and Usa. During this time I took care of the relocation process for my family, I managed the relationship with the International schools my kids were attending, I was involved in Cross Cultural Training and foreing language classes (Portuguese, French and Spanish) and I dedicated myself to achieve the Certification in Conscious Business Coaching. Recently, I've started another Course for Certifying in Neuroleadership Coaching, which I'll finish by June 2018.

Feb 2008 – Apr 2012

**HR MANAGER**

ITALIANA COSTRUZIONI SpA , Roma –Italy

- Reporting directly to Vice President, I was responsible for: Personnel management, Recruitment, Organization, Internal Mobility and Counselling
  - Internal Communication;
  - Employee Security and Safety
- Business or sector** Civil Construction and Engineering

June 2005 – Jan 2008

**HR SPECIALIST**

FINSIEL - ALMAVIVA GROUP, Roma –Italy

- Reporting directly to Organization & Planning Director, I was responsible for :
  - Organization, BPR, Headcount Planning, Internal Mobility
  - Reporting directly to HR Manager, I took care of:
  - Recruitment, Talent acquisition and Development, Training
- Business or sector** Information Technology Public Administration

April 2002 – June 2005

**RECRUITMENT AND TRAINING SPECIALIST**

FINSIEL – TELECOM ITALIA GROUP, Roma –Italy

- Reporting directly to Recruitment, Training & Development Manager, I was responsible for:
  - Hiring Process, Policies and Guidelines, Talent acquisition and Development, Training
- Business or sector** Information Technology Public Administration

Oct 1998 – March 2002

**RECRUITMENT SPECIALIST**

TELESOT – TELECOM ITALIA GROUP, Roma –Italy

- Reporting to HR Manager, I was responsible for:
  - Recruitment, Talent acquisition
- Business or sector** Information Technology Telecommunications

1993-1995

**INTERNSHIP at the FACULTY LIBRARY (as winner of two profit scholarship)**

UNIVERSITY OF “LA SAPIENZA” , Roma –Italy

1993-1998

**INTERPRETER – TRANSLATOR**

Free lance activities alternated with employment at the following Companies: *Globus Trading Ltd* Rome-Italy, *Vis Sanatrix Naturae Ltd* Rome – Italy

## EDUCATION AND TRAINING

Nov 2017 – on going

**Brain Based Coaching Certification***NeuroLeadership Institute*, by David Rock, New York

- Coaching and Communication skill based on latest discoveries of Neuroscience
- Brain based Conversation
- Making great Decisions, Conflict management and Building Awareness

Oct 2016 – Dec. 2017

**Conscious Business Coaching Certification (in Spanish language)***Conscious Business Center* by Fred Kofman (V.P. LinkedIn) , San Francisco

- Culture, Leadership and Consciousness
- Coaching methodology and technics
- Communication skills and Negotiation technics

Jan 2004 – May 2005

**Master in Human Resources Development***Roman School of Work and Organizations Psychology*, by Alfio Cascioli , Psychologist, Psychotherapist and Coach certified at SCP-Italy, Rome, Italy

- Recruitment, Training, Organization and Development theories and management.

October 2003

**Aptitude Tests Recruitment Certification***MTA-SHL ITALY*, Rome Italy

- Recruitment methodologies and instruments : aptitude tests, in trays and interviews

Dec 2002 – May 2003

**Workshops on HR Core Competencies***Telecom Italia Learning Services*, Rome Italy

- Organization and Development , Compensation and benefit theories and management

Sept 1990 – May 1993

**Russian Language Proficiency***Italian-Russian Institute for Culture and Language*, Rome Italy

April 1997

**UNIVERSITY DEGREE IN FOREIGN LITERATURE AND LANGUAGES***University of Rome La Sapienza*, Rome Italy

Final Thesis on Russian Literature. Final mark 110 with First Class Honour

July 1989

**Graduation at Classical Studies Lyceum**

Humanistic Studies, ancient Latin and Greek

*Bertrand Russel*, Rome Italy

## PERSONAL SKILLS

Mother tongue(s)

ITALIAN

Other languages

ENGLISH ADVANCED

SPANISH ADVANCED

RUSSIAN INTERMEDIATE

Communication skills

Excellent verbal and written communication skills with an emphasis on tact and confidentiality; High ability to work in multicultural/international context; fluency in three languages.

Job-related skills

Proactive, resourceful and attentive to details;  
Good organizational skills;  
Strong work ethics and highly driven by goals.

**Digital Competence**      Good command of office suite (word, excel, powerpoint).

**Other skills**      Photography  
                         Artistic painting  
                         Reading