

# EUROPEAN CURRICULUM VITAE FORMAT



## Personal information

Surname(s) / First name(s) **VONA, Andrea**  
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E-mail(s) vonandrea@gmail.com

Nationality(-ies) ITALIAN

Date of birth JUNE 28<sup>th</sup> 1978

Gender Male

## Work experience

Name and address of employer **INFRASTRUTTURE E GESTIONI S.P.A.**  
Type of business or sector EPC for Oil and Gas, Energy, Industry  
Maintenance of Oil and Gas Complexes and Systems, Maintenance of Industries

Date **January 2012 - Present**  
Occupation or position held **HEAD OF PROPOSAL DEPARTMENT**  
Main activities and responsibilities

- Department Resources Management
- Human resources management for the Proposal preparation
- Proposal review (Economical and Technical)
- Interface with other Department involved in the Proposal preparation
- Interface with Sales Department
- Department Procedures preparation and check
- Proposals' Schedule approval
- Partners selection

Date **January 2010 - January 2012**  
Occupation or position held **PROPOSAL MANAGER**  
Main activities and responsibilities

- Proposal Preparation (Commercial and coordinator for the Technical part)
- Interface with Client
- Interface with Partners
- Responsible for Proposal Strategy
- Proposal Scheduling
- Risk analysis
- Estimate coordination

Date  
Occupation or position held  
Main activities and responsibilities

**January 2010 - January 2012**

**COST CONTROL ENGINEER**

- Project Budgeting
- Project Cost Control
- Reporting
- Claims preparation
- Change Order Preparation

Date  
Occupation or position held  
Main activities and responsibilities

**November 2007 - January 2010**

**ESTIMATING ENGINEER**

- Definition of the estimation method in coordination with the PROPROM
- Reception and analysis of the quantity of services, materials and works estimated by the Departments involved
- Evaluation of the costs
- Preparation of the Estimated Costs Summary
- Preparation of the bid Price Book with all the details of the cost estimate

Name and address of employer  
Type of business or sector

**SALINI LOCATELLI S.R.L ( NOW ICS GRANDI LAVORI S.P.A.)**

General Contractor

Date  
Occupation or position held  
Main activities and responsibilities

**March 2007 - October 2007**

**ESTIMATING ENGINEER**

- Definition of the estimation method in coordination with the PROPROM
- Reception and analysis of the quantity of services, materials and works estimated by the Departments involved
- Evaluation of the costs
- Preparation of the Estimated Costs Summary

Preparation of the bid Price Book with all the details of the cost estimate

Name and address of employer  
Type of business or sector

**ANAS S.P.A.**

Infrastructures

Date  
Occupation or position held  
Main activities and responsibilities

**December 2006 - February 2007**

Stage

Data Entry and Analysis

**Education and training**

Dates

**November 2005 - February 2007**

<p>Title of qualification awarded Principal subjects/Occupational skills covered</p>	<p><b>Master in Business Administration (M.B.A.)</b> Finance, Economy, Human Resources Management, Company Structure, Marketing, Business Strategy, Business Planning</p>
<p>Name and type of organisation providing education and training</p>	<p><i>Libera Università Internazionale degli Studi Sociali (L.U.I.S.S.) Guido Carli</i></p>
<p>Dates</p>	<p>July 2005</p>
<p>Title of qualification awarded</p>	<p><b>Enrolled to the Italian order of Engineers</b></p>
<p>Dates</p>	<p><b>May 2005</b></p>
<p>Title of qualification awarded Name and type of organisation providing education and training</p>	<p><b>University Master degree in Civil Engineering (110/110)</b> University of Rome "Roma Tre"</p>
<p>Dates</p>	<p><b>September 2001 - July 2002</b></p>
<p>Title of qualification awarded Principal subjects/Occupational skills covered</p>	<p><b>Erasmus Program at the University of Granada (Spain).</b> Geology, Transportation systems, Environmental Engineering</p>
<p>Name and type of organisation providing education and training</p>	<p><i>Universidad de Granada</i></p>
<p>Dates</p>	<p><b>1992 - 1997</b></p>
<p>Title of qualification awarded Principal subjects/Occupational skills covered</p>	<p><b>High School</b> Scientific High School</p>
<p>Name and type of organisation providing education and training</p>	<p><i>Istituto Massimiliano Massimo, Rome. Italy.</i></p>
<p><b>Other Courses</b></p>	
<p>Dates</p>	<p><b>June - July 2013</b></p>
<p>Principal subjects/Occupational skills covered</p>	<p>Planning and Project Control Project Management</p>
<p>Name and type of organisation providing education and training</p>	<p><i>Fondimpresa</i></p>
<p>Dates</p>	<p><b>November 2011</b></p>
<p>Principal subjects/Occupational skills covered</p>	<p><i>Proposal Management</i></p>
<p>Name and type of organisation providing education and training</p>	<p><i>Animp</i></p>

**Personal skills and**

## competences

Mother tongue(s)	<b>Italian</b>
Other language(s)	<b>Spanish- Fluent.</b> <b>Languages Courses:</b> <ul style="list-style-type: none"><li>- September 2001 – February –2002: Spanish language course at the University of Granada.</li><li>- Erasums at the University of Granada (September 2001- July 2002).</li></ul> <b>English - Fluent.</b> <b>Languages Courses:</b> <ul style="list-style-type: none"><li>- July- August 2005: English language course at N.U.I. – National university of Ireland Galway (Ireland);</li><li>- Summer 1996: English language Course in Boston (U.S.A.);</li><li>- November 2005 – July 2006: Course of Business English at the university Luiss Guido Carli of Rome.</li></ul> <b>French- basic.</b> <b>Languages Courses:</b> <ul style="list-style-type: none"><li>- September – July 2009: French language course at the Centre Culturel Saint Louis de France.</li><li>- August 2009: French language Course at Université de Perpignan Via Domitia (France);</li></ul>
Computer skills and competences	Advanced user of Microsoft Office and Windows packages for document handling, spread sheet, time scheduling and internet needs. AutoCad
Memberships	Member of the “Chemical Engineering and Plants for the Environment” Commission of the Order of Engineers of Rome.
Artistic skills and competences	Guitar player (Acoustic Guitar)
Driving licence(s)	Yes