

CURRICULUM VITAE

Giuliana Gigli - Qualification of Coll. Techn. E. R. (IV level) - hired by the National Research Council on 16/01/1983. Level of Technical Manager (CNR Competition Winning Year 2017).

Currently in service at the CNR Institute for Biological Systems (ISB) (ex Institute of Chemical Methodologies) Director Dr. G. Mancini – c/o Reaction Mechanisms Section UOS of Rome, Department of Chemistry - "Cannizzaro" Building University of Rome Studies "Sapienza" Responsible Dr. Cecilia Bombelli.

From the date of her hiring, the undersigned has always performed and carries out multiple tasks: technical-scientific, technical-managerial, IT and technical-administrative-accounting.

WORK ACTIVITIES

- **Ordinary** technical scientific activity of chemical laboratory under the supervision of Dr. Cecilia Bombelli;
- **Managerial** responsibility and data entry with password to access the Monthly certificates of the staff of the ISB Section of Rome;
- **Management** responsibility and data entry with password to access the new procedure for mission orders for the staff of the ISB Section of Rome;
- **Responsibility** and updates of the Register for Injuries of ISB Section of Rome personnel, registered in accordance with the legislation on safety in the workplace on 15/06/2011 at the USL RM / A PRE.S.A.L. No. 132 and the connection with INAIL;
- **Autonomous** responsibility for bibliographic searches on the net;
- **Autonomous** responsibility for the use, coordination, management, maintenance, testing and control of the scientific survey instruments supplied to the Rome Section: spectrophotometers; gas chromatographs, gas-mass; spectrofluorimeter; HPLC; UV-Visible and periodic purchase order of liquid gases (Helium and Nitrogen) for the operation of the NMR Bruker 300 spectrometer;
- **Technical** managerial responsibility for drawing up, mainly in English, of reports, technical notes, texts, reviews for the publication of scientific results in specialist journals, with care in preparing tables and graphics (chemical formulas and graphics of various types) and control of bibliographic references;
- **Proxy** issued by the current Director of the ISB - CNR (formerly IMC) for the signature of all technical, administrative, economic and legal acts in the absence of the Head of the Rome Section;-
- **Autonomous** responsibility with password to access the CIPE system for requesting and managing the CUP numbers assigned to research projects;
- **Autonomous** responsibility with access password for the DURC request (enabling sub-delegates) based on the form for the release of the Public Contracting Authority / Previous Administration user;
- **Technical** managerial responsibility with access password for Medical Certificates and the INPS-CNR telematic link, certifying the absence due to illness of permanent CNR staff of the Rome Section. Art. 55 Legislative Decree n. 165/2001 introduced by art. 69 of Legislative Decree No. 150/2009 within the framework of law no. 15/2009;- Management, administrative and legal responsibility, with data entry, of national and international scientific research projects: Horizon 2020; Firb; Prin, etc., for CNR funding;

- **Section** Administrative Manager since 1987 (formerly the Study Center on Reaction Mechanisms) with coordination of working groups for technical-administrative activities;
- **Drafting** for the Operational Agreement within the Framework Agreement, with forms prepared by the Entity;
- **Section** contact person for receiving and sending CNR electronic correspondence;
- **Internal** contact for the CNR Manager for the Prevention and Protection Service of the Rome Section for the processing of the DVR (Article 28 of Legislative Decree 81/08 and subsequent amendments) for the collection of documentation, including that relating to training requirements personnel, for the information necessary for the assessment of work risks and the state of implementation of the planned improvement measures;
- **Active** participation in laboratory with a technical-scientific and IT function with the CNR, university and other scientific institutions which collaborate with the CNR-ISB in scientific research projects (Horizon 2020; PRIN; FIRB, 7th EU Framework Program, MAE , bilateral projects, contracts and other national and international projects) whose results are published in articles in national and international scientific journals;
- **Commission** member for the annual approval of the DVR document and for the annual inspection of workplaces Art. 35 Legislative Decree 81/2008 (Currently with the following CNR Prevention and Protection Commission: Ing. M. Ragone - CNR Competent Doctor - Representatives of workers for safety RLS CNR;
- **Alternate** Member of the Commission: "Recognition and Renewal of inventories of movable property" (Rome CNR Section);
- **Member** of the Commission of the ISB (ex IMC) "External Relations" with the non-related CNR Departments, CNR Institutes, Research Staff and Italian and Foreign Universities;
- **Active** participation in the organisation of national and international conferences, congresses, workshops etc. as a member of the Organising Committee and Secretariat;
- Participation in CNR training courses and other national and international institutions.