

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **MANUELA PATTARO**

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Nationality Italian

WORK EXPERIENCE

- from 1.10.2016 - present **Presidency of the Council of Ministers – Human resource Department and Staff of the Deputy Secretary General (from 05.07.18 to 13.02.21).** Legal consultancy activities for the Head of Department, study and research, drafting of documents about recruitment procedures, legal and economic management, training, stipulation of conventions and agreements, also with reference to related obligations to d.lgs. n. 81 del 2008, and the management of personal data. Collaboration activities with the Deputy Secretary General in matters relating to the organization of the Presidency of the Council of Ministers, human resource management, implementation of the strategic objectives of the Administration, as well as in relation to problems connected to relevant political-institutional profiles.
- from 07.01.14 to 30.09.16 **Presidency of the Council of Ministers – Staff of the Head of the Department for management, promotion and development policies of human and instrumental resources** - Legal consultancy activities for the Head of Department, study and research, drafting of documents about legal and economic management, training of human resource, the stipulation of conventions and agreements, labor disputes, fleet management, public contracts, obligations related d.lgs. n. 81 del 2008, management control and performance measurement. Participation in working groups
- from 18.07.13 to 06.01.14 **Presidency of the Council of Ministers – Secretariat office of the Council of Ministers** - Carrying out legal-administrative obligations in advance of the meetings of the Council of Ministers and consequent to the related resolutions, with particular reference to the preparation of the minutes
- from 16.04.12 to 17.07.13 **Presidency of the Council of Ministers - Department for institutional reforms** - Activities of regulatory development, inspection, study and research in the field of constitutional and electoral reforms, as well as relating to the organization of territorial autonomies. Monitoring of constitutional jurisprudence. Participation in working and study groups, technical tables, committees. Elaboration of explanatory publications
- from 16.07.08 to 15.04.12 **Local Health Unit Company of Latina** - Collaboration activity with the health director and the administrative director in the treatment of legal-health issues and in the preparation of the related administrative-accounting procedural obligations. Processing of sensitive data. Health inspections. Participation in working groups concerning various topics (accreditation of healthcare facilities, closure of OPGs, etc.)

• from 28.12.07 to 15.07.08

Municipality of Guidonia Montecelio - Advocacy Area - Dealing with juridical-legal issues relating to municipal disputes and carrying out the related procedural and procedural obligations. Activities, carried out in close collaboration with the Municipal Secretary, of analysis, study and research, as well as the preparation of deeds and provisions, concerning various problems related to the administrative management of the Municipality

• from June 2005 to December 2005

Internship at the **Prefecture - U.T.G. di Latina**, human resource Service

EDUCATION AND TRAINING

• November 2023 – present

PhD in Public, Comparative and International Law - XXXIX cycle - curriculum "Public Economic Law", at the Sapienza University of Rome

• November 2022-
November 2023

Advanced training course in human resources management - Luiss Business School & Luiss School of Law for the Presidency of the Council of Ministers

• Academic year 2021/2022
(February – October 2022)

Master in Organizational and innovation strategies in public administration – II level Master/public administration area – Pegaso telematic University (subjects: public administration contracts; public administration digitalisation; information processing system; constitutional and public law principles; business economics and public administrations; administrative and local authority law; labor and public employment law; tax law)

• 9-10 may 2022

SNA course (National School of Administration), Public Labor Law: thematic seminars

• 2-31 may 2022

SNA course (National School of Administration), Introduction to the analysis of public policies

• 22 march 2022

CEIDA course, The disciplinary procedure with references to fiscal responsibility

• 9 november - 1°dicember
2021

SNA course (National School of Administration), The new public accounting

• 28 june - 26 july 2021

SNA course (National School of Administration), Public employment law

• 26 november -9 dicember
2020

SNA course (National School of Administration), in collaboration with Accademia della Crusca, The Language of Administration

• 19-21 february 2020

SNA course (National School of Administration), Management control: standard costs of the services provided

• 22 october 2014-26
february 2015

XXVII Higher education course for the training of legislative consultants of the School of Science and Technique of Legislation at the Institute for Documentation and Legislative Studies (ISLE) - achievement of a diploma of attendance with merit

• 6 dicember 2006

Admitted to the bar at the Court of Appel of Rome

• academic year 2004-2005

Master in Local Development Agents – I level Master – University of Rome “La Sapienza”

• 2003, 2004 e 2005

Administrative Studies Seminars, organized by the Latina Bar Association, in collaboration with the T.A.R. Lazio

• october-dicember 2003

Seminars on family law, organized by the Cassa Nazionale di Previdenza e Assistenza Forense, in collaboration with the foundation of the Italian Lawyers

• 1, 10 e 17 april 2003

Legal psychology meetings, organized by the Legal Psychology Center of Rome

• october 2002-october 2004

Legal practice

• 14 november 2001

Degree in Law - University La Sapienza, Rome, thesis in Philosophy of law entitled "The problem of responsibility: contemporary theoretical perspectives", with particular reference to the thought of Hans Jonas and Paul Ricoeur.

• school year 1994-1995

Classical High School Diploma, “Dante Alighieri” State Gymnasium High School in Latina

LANGUAGE SKILLS

NATIVE LANGUAGE

ITALIAN

OTHER LANGUAGE

ENGLISH

TECHNICAL SKILLS

GOOD KNOWLEDGE OF WINDOWS, THE OFFICE PACKAGE, THE INTERNET AND EMAIL