

CURRICULUM VITAE

PERSONAL INFORMATION

Name	Alessandro Mario Serra
E-mail	alessandro.serra@polito.it
Nationality	Italian
Professional Qualification and Certification	Certified Project Manager IPMA Registered with the Order of Engineers (n. 10065K) in the following sectors: <ul style="list-style-type: none">• Civil and Environmental• Industrial• Information

WORK EXPERIENCE

• Dates (from - to)	01/02/2020 - now
• Employer	Politecnico di Torino – Corso Duca degli Abruzzi 24, Torino
• Type of business or sector	University
• Type of employment	Permanent – Administrative - Managerial Area
• Main duties and responsibilities	Administrative Manager of the Department of Energy Main activities performed: <ul style="list-style-type: none">– Ensures the coordination of the administrative and managerial activities of the Department in order to guarantee an effective connection between the Department's activities and the general management lines of the University.– Provides support to the Department Director and the General Director for all activities concerning the optimal functioning of the Department, including the Department's Strategic Plan, in implementation of the institutional missions and the Strategic Plan.
• Dates (from - to)	01/05/2018 al 15/11/2021
• Employer	Politecnico di Torino – Corso Duca degli Abruzzi 24, Torino
• Type of business or sector	University
• Type of employment	Permanent – Administrative - Managerial Area
• Main duties and responsibilities	Administrative Manager of the Department of Management and Production Engineering Main activities performed: <ul style="list-style-type: none">– Ensures the coordination of the administrative and managerial activities of the Department in order to guarantee an effective connection between the Department's activities and the general management lines of the University.– Provides support to the Department Director and the General Director for all activities

concerning the optimal functioning of the Department, including the Department's Strategic Plan, in implementation of the institutional missions and the Strategic Plan.

• Dates (from - to)	Dal 01/11/2013 al 30/04/2018
• Employer	Politecnico di Torino – Corso Duca degli Abruzzi 24, Torino
• Type of business or sector	University
• Type of employment	Permanent – Administrative - Managerial Area
• Main duties and responsibilities	Head of the Organizational Development Office in the HR and Organization Area (RUO)
	Main activities performed:
	<ul style="list-style-type: none">– Management of models for the allocation/reallocation of human resources across various university structures, in line with the university's top management guidelines;– Analysis, identification, and updating of expected and possessed role profiles, based on organizational evolution;– Support to the General Directorate in defining and implementing organizational structures, through the analysis and monitoring of processes and workloads;– Project Manager for the reengineering of processes within the HR Area;– Project Manager for the development of an application platform to support the management of individual objective programming models, evaluation, and incentive of technical-administrative staff;– Management of procedures for the assignment and evaluation of individual results objectives;– Management of organizational charts and internal mobility procedures;– Project support to university structures responsible for analyzing the management processes of services;
• Dates (from - to)	Dal 14/09/2009 al 31/10/2013
• Employer	Politecnico di Torino – Corso Duca degli Abruzzi 24, Torino
• Type of business or sector	University
• Type of employment	Permanent – Administrative - Managerial Area
• Main duties and responsibilities	–
• Dates (from - to)	09/09/2002 al 13/09/2009
• Employer	Politecnico di Torino – Corso Duca degli Abruzzi 24, Torino
• Type of business or sector	University
• Type of employment	Permanent – Administrative - Managerial Area
• Main duties and responsibilities	Process Analyst in the "Center for IT and Telematic Services" Area
	Main activities performed:
	<ul style="list-style-type: none">– Coordinator of the project for the development and implementation of the data exchange information system with the National Student Registry;– Monitoring of the main ministerial indicators for teaching and research;

EDUCATION

- Junior Database Administrator on SQL Server and Oracle RDB databases;
 - Design and development of web applications in ASP, ASP.NET, and PHP.

- Dates (from - to) 09/2018 – 07/2019
 - Institution Politecnico di Torino
 - Qualification Executive Master: Project Management for Business Performance and Innovation
Certification IPMA level D in Project Management

- Dates (from - to) 04/2010 - 12/2011
 - Institution Scuola di Amministrazione Aziendale dell'Università di Torino
 - Qualification MBA - Master in Business Administration (ASFOR Certificated)
Master's thesis: New strategies and integrated solutions for real estate management. The case of the Politecnico di Torino.

- Dates (from - to) 1996 – 2004
 - Institution Politecnico di Torino.
 - Qualification Degree in Management

- Awards, Conferences, and Seminars
 - 31st National RAU Conference (Administrative Managers of Universities) (12 – 14 October 2022)
 - 30th National RAU Conference (Administrative Managers of Universities) (9 – 11 September 2019)
 - 6th International Congress for Facility Management (28 – 29 November 2013) at the Vienna University of Technology
 - 2012 ARCHIBUS Awards of Excellence: Innovative Business Transformation Award
 - Archibus 2012 User's Conference (Boston – April 2012)
 - Conference "Archibus Without Borders 2011 EMEA Tour" (Turin – November 2011)

- Publications
 - CLEANING MANAGEMENT AT POLITECNICO DI TORINO in 6th International Congress for Facility Management (November 28th - 29th, 2013) at Wien Technology University (*Daniele Dalmasso, Anna Osello, Mario Ravera, Alessandro Mario Serra, Francesca Maria Ugliotti*);
 - HERITAGE ARCHITECTURE LANDESIGN focus on CONSERVATION REGENERATION INNOVATION. Le vie dei Mercanti - XI Forum Internazionale di Studi, Aversa-Capri, 13-15 June 2013. pp. 880-889 (*Anna Osello, Andrea Acquaviva, Anna Pellegrino, Elena Candelari, Giacomo Chiesa, Daniele Dalmasso, Matteo Del Giudice, David Erba, Kamila Mannanova, Iasef Md Rian, Michel Noussan, Edoardo Patti, Marco Pippione, Alessandro Serra, Rajabzadeh Shaghayegh, Riccardo Tomasi*);
 - MULTIDISCIPLINARY TEAM ACTIVITY USING BIM AND INTEROPERABILITY. A PhD course experience at Politecnico di Torino - Le vie dei Mercanti XI Forum

LANGUAGES

PRIMA LINGUA	ITALIAN
INGLESE	EXCELLENT
FRANCESE	EXCELLENT

SKILLS

- Excellent ability to work in team and in situations where collaboration between different figures is essential to achieve common goals;
- Ability to act proactively for change, to adapt to changes and uncertainties;
- Ability to relate to others, to listen, to communicate, to compare, to collaborate;
- Ability to manage conflicts and interpersonal relationships in professional context;
- Ability to regularly check work (own or others) to ensure regular and constant performance;

ORGANIZATIONAL SKILLS

- Excellent ability to work in stressful situations and where deadlines and/or time constraints are present, acquired both during educational paths (university and post-university) and through work experiences as a project manager;
- Excellent ability to coordinate work and resources with a systematic and methodological approach;
- Determination and orientation towards objectives and results acquired both in professional activities and in sports activities such as volleyball, swimming, judo, archery.

TECHNICAL SKILLS

- Excellent knowledge of the QlikView platform for the development and production of dynamic data analysis dashboards
- Excellent knowledge of U-GOV Accounting software and the Pentaho platform
- Excellent knowledge of Archibus Facility Management software v18.2, 19, 20, 22
- Excellent knowledge of AutoCAD and Revit

- Excellent knowledge of Adobe CC suite, particularly Acrobat, InDesign, Photoshop, Illustrator, and Lightroom
- Excellent knowledge of Microsoft Office and Microsoft Project suite
- Excellent knowledge of Oracle Primavera
- Excellent knowledge in database design and development