

CURRICULUM VITAE



PERSONAL INFORMATION

Name and Surname

Address

Telephone

Mobile Phone

E-mail

Nationality

Date of Birth

WORK EXPERIENCE

2002 – to date

1997 - to date

1993 - 2002

1985 - 1993

1981 - 1985

1980 - 1981

19/03/2021

Saverio Rubini

Via degli Etruschi 4 - 84135 Salerno (SA)

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[+39] 347 - 599 4445

Saverio.Rubini@gmail.com

Italian

20/11/1956

IT System Manager, Teacher in professional courses, Lecturer in university courses, designer and creator of accessible websites, author of Computer Science books and articles, IT security and digital communication expert, programmer, hardware technician.

AGENZIA DELLE ENTRATE

Technical Assistance Department - Via degli Uffici finanziari 7 - 84131 Salerno

Public administration

IT technician officer

IT Management responsible, webmaster, IT networks and security expert

IL SOLE 24 ORE, MCGRAW-HILL, APOGEO, TELEFONO AZZURRO, DE AGOSTINI, LE MONNIER, ISOGRAD

Author of IT and digital communication books and articles

Technician auditor, editor, translator from (technical) English

MINISTRY OF FINANCE

Service center - Via degli Uffici finanziari 7 - 84100 Salerno

Public administration

IT technician officer

Data Processing Center and IT Responsible

ALTAIR SRL (IT private company)

Via Roma - 84100 Salerno

Partner in the firm

System Manager, IT network expert, programmer, hardware technician, tutor

ING. SAVERIO RUBINI

Via Delle Risaie - 84100 Salerno

Freelancer/Independent contractor

Analyst, programmer, software technician

NIXDORF COMPUTER (IT multinational company)

Via Turati - 20100 Milano

Technical-Sales Officer

Information Systems Responsible (Province of Salerno)

EDUCATION AND TRAINING

13-17/1/2003 Main topics/professional skills Qualification awarded	HTML.IT - Milano Dynamic web pages creation and maintenance ASP.NET, SQL, database management Certified Professional Web Developer.NET Final mark: 960/1000
16-20/12/2002 Main topics/professional skills Qualification awarded	HTML.IT - Milano Style sheets, XHTML, Creating and maintaining dynamic ASP Web pages, Web Applications design and maintenance Advanced Webmaster
27/11-1/12/2000 Main topics/professional skills Qualification awarded	AIPA IT Public Administration Authority (then CNIPA and AgID) UNIX, Windows NT, Computer Networks, Server Software, IT Security Open environment and distributed systems specialist Grade: Passed
10-11/1998 - 2/1999 Main topics/professional skills Qualification awarded	AIPA IT Public Administration Authority (then CNIPA and AgID) Process re-engineering and workflow management Expert in organization and process management Grade: Passed
10-11/1995 Main topics/professional skills Qualification awarded	MINISTRY OF FINANCE - SCUOLA CENTRALE TRIBUTARIA MS-DOS, Windows, OS / 2, TCP / IP, Unix, local networks, communication OS / 2 System Engineer - local networks in TCP / IP Expert Final mark: 30/30
1-26/3/1993 Main topics/professional skills Qualification awarded	SOGEI - Rome Local information systems management Management, CICS, IBM mainframe networks Expert in local information systems and IBM networks Final mark: 30/30
22-27/2/1993 Main topics/professional skills Qualification awarded	Ministry of Finance - Scuola Centrale Tributaria – Rome Structure and organization of information systems Head of the CED/Data Processing Center Grade: Very Good
1981 Main topics/professional skills Qualification awarded	Qualification to the profession of engineer Engineering Engineer Final mark: 120/120
1976 - 1980 Principali materie / abilità professionali Qualifica conseguita	Università degli studi di Napoli Master's degree in Electronic Engineering Specialization in computer science and numerical control machines Engineering graduate Final mark: 110/100 cum laude

PERSONAL SKILLS AND
COMPETENCES

Acquired in the course of life
and career-but not necessarily
recognized covered by **official**
~~formal~~ certificates and
diplomas.

MOTHER TONGUE

Italian

OTHER LANGUAGES

Reading ability
Writing skills
Spoken interaction

English
excellent
good
enough

SOCIAL SKILLS
AND COMPETENCES

- IT communicator (decades of experience in teaching)
- technical assistance on the electronic submission of documents to the Revenue Agency
- amateur soccer player (midfielder)

ORGANISATIONAL
SKILLS
AND COMPETENCES

- **coordinator of both technical and administrative working groups** section head of a group of about 20 employees of the Ministry of Finance with technical, administrative and operational tasks
- project manager in operational projects
- business management skills (ordinary accounting and VAT, IV EEC Directive, simplified accounting, tax return forms, warehouse, invoicing, order management, production management and launch, industrial accounting, statistics, wholesale and retail)

TECHNICAL SKILLS
AND COMPETENCES

- **competence in legislation and practices in the field of IT and digital communication for public and private organizations** (Digital Administration Code, Transparency and integrity of PAs, Broadband, Dematerialization of paper archives, IT document and electronic document, VoIP, Code of digital public administration, Certified e-mail - PEC, SPID, National service card-CNS, Electronic Identity Card/CIE, Consolidated Text on IT security, Accessibility of public administration sites, Digital signature, E-learning, Institutional communication, Sending of declarations, F24, Lease contracts, Declaration of succession, Tax return)
- **webmaster and webdesigner** on the Internet (examples: in 2005 Revenue Agency's **website re-engineering** www.agenziaentrate.gov.it, www.uglstatali.it, www.uglagenziefiscali.it, www.cralilgabbiano.it, www.saveriorubini.it) **and on related intranet**
- **accessibility expert** (W3C recommendations, Stanca Law 4/2004 and subsequent provisions), usability and quality of the contents of the pages and websites
- developer of web applications in PHP
- **IT security expert** (password, antivirus, antispymware, spam and phishing protection, privacy protection, firewall, backup, network security)
- **administrator of computer systems** in multi-user (Xenix, Unix) and local network (Windows, TCP / IP), with good knowledge of the Linux environment
- experiences with operating systems: Xenix/Unix/Linux, Windows 95/98/ME/NT/2000/XP/Vista/7/8/10, OS/2 and DOS/Windows 3.xx
- programmer in PHP, Cobol, Basic, dBase Clipper with experiences in C++

- hardware technician
- trainer for systems engineers, network managers, system administrators and users
- installer and trainer on application programs for (some examples in brackets):
 - browser (Firefox, Chrome, Microsoft Internet Explorer, Opera)
 - email (Outlook, Outlook Express, Thunderbird, Eudora)
 - creation of web pages and websites (Macromedia Dreamweaver, Joomla, Wordpress, PHP pages)
 - companies and tax consultants, both single and multi-user (Spiga and Spicom - Esa, Quickly, Nexus and IVA-740-75 - MT-Sys)
 - word processor programs (Microsoft Word, Lotus Word Pro, Wordstar, Star Writer)
 - spreadsheets (Microsoft Excel, Lotus 123 DOS and Windows, StarCalc)
 - presentation graphics (Microsoft PowerPoint, Lotus Freelance Graphics)
 - databases management (MySQL, Oracle, Microsoft Access, Lotus Approach, Borland Visual dBase)
 - office automation (Microsoft OneNote, Groove, Project, Visio)
 - antivirus (Mc Afee, Norton, F-Prot)
 - utilities (data compression utility, burning software, Partition Magic)
 - text acquisition with microphone and voice commands (ViaVoice - IBM)
 - graphics applications (FireWorks, Corel Draw, Paint Shop Pro)
 - desktop publishing (Pagemaker)
 - terminal emulation and connections between computers (Kermit, Telix, Laplink, Extra)
 - multimedia presentations (Freelance Graphics, Omnia Lab)

ARTISTIC SKILLS
AND COMPETENCES

Author of short writings and short stories published in the Web and on internal communication newsletters in the workplace

OTHER SKILLS
AND COMPETENCES

- **author of computer science books** (attachment 1)
- **author of IT articles** (attachment 2)
- **teacher** in professional training courses and masters on IT and digital communication
University of Rome Tor Vergata, Ministry of Finance, Central Tax School, Higher School of Economics and Finance, CEIDA, Revenue Agency, Ministry of Internal Affairs, Italian Police - Police School Center, High School "Da Vinci" Salerno,
- **member of the international working group** on open source software Open Office project N-L

DRIVING LICENCE

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ADDITIONAL INFORMATION
ANNEXES
(NOT ATTACHED: SEE WEB SITE)

ATTACHMENT 1 **PUBLISHED: BOOKS** SINCE 1998
ATTACHMENT 2: PUBLISHED **ARTICLES** AND ACTIVITIES SINCE 1997
ATTACHMENT 3: OTHER **EDITORIAL ACTIVITIES AND PUBLICATIONS**
ATTACHMENT 4: **TEACHING**
ATTACHMENT 5: ACTIVITIES AND **COURSES** FOLLOWED
ATTACHMENT 6: **MANAGERIAL** AND GROUP **ACTIVITIES**

Saverio Rubini