

MONIA PEDUCCI

Curriculum Vitae - European format

PERSONAL INFORMATION

First name and surname Monia Peducci

Address

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PROFESSIONAL PROFILE

Reliable and accurate Administrative Secretary with strong communication skills and the ability to build effective, professional relationships with academic staff, colleagues and students. Highly attentive to detail, team-oriented and proactive in administrative management.

WORK EXPERIENCE

- 05/2021 - Present** **Administrative Secretary**
University of Perugia - Department of Pharmaceutical Sciences
- Independent management of the Department's administrative and accounting activities.
 - Administrative support to the Head of Department.
- 09/2022 - Present** **Anti-Corruption Liaison Officer**
University of Perugia - Department of Pharmaceutical Sciences
- Member of the University Network of Anti-Corruption Liaison Officers.
- 05/2022 - Present** **Authorised User of the Assignments Database**
University of Perugia - Department of Pharmaceutical Sciences
- Authorised to operate the Assignments Database for the Department of Pharmaceutical Sciences.
- 04/2022 - Present** **Officer Responsible for PCC Credit Certifications**
University of Perugia - Department of Pharmaceutical Sciences
- Accredited and appointed as the officer responsible for issuing certifications of receivables claimed against the University and for monitoring payments through the Commercial Credit Platform (PCC).
- 04/2022 - 06/2022** **Selection Committee Member - Recording Secretary**
Unipg
- Member of the selection committee for a public selection, based on qualifications and examinations, for two permanent Category D positions in the technical, technical-scientific and data-processing area for the Department of Pharmaceutical Sciences.
- 10/2021** **Selection Committee Member**
University of Perugia - Department of Pharmaceutical Sciences
- Assessment of applications within the internal mobility procedure for the needs of the Teaching Office of the Department of Pharmaceutical Sciences.
- 05/2021 - Present** **Sole Officer Responsible for the Procedure (RUP)**
University of Perugia
- University-wide laboratory glassware procurement procedure.
- 05/2021 - Present** **Sole Officer Responsible for the Procedure (RUP)**
University of Perugia - Department of Pharmaceutical Sciences
- Sole Officer Responsible for the Procedure (RUP) - Department of Excellence Project 2018-2022.

05/2019 - Present	Officer Responsible for Data Processing University of Perugia - Department of Pharmaceutical Sciences Responsible for processing data relating to video-surveillance systems pursuant to Article 4 of the University of Perugia Regulation governing video surveillance at University facilities.
08/2018 - 04/2021	Administrative Secretary University of Perugia - University Centre for Scientific Museums Independent management of the Centre's administrative and accounting activities.
08/2018 - 04/2021	Administrative Secretary University of Perugia - Apennine Centre of Terminillo "Carlo Jucci" Independent management of the Centre's administrative and accounting activities.
03/2018 - 04/2021	Administrative Secretary University of Perugia - Research Centre for Excellence in Beer (CERB) Independent management of the Centre's administrative and accounting activities.
11/2020 - 03/2021	Officer Authorised to Issue Credit Certifications University of Perugia - CERB Accredited and appointed to issue certifications of receivables claimed against the University.
07/2018 - 09/2021	Data-Entry User for the Anagrafe Prestazioni Register University of Perugia PERLAPA Anagrafe Prestazioni register: RPPA and data-entry users.
01/1999 - 02/2018	Head of the Erasmus Office University of Perugia - Department of Law

EDUCATION AND TRAINING

2000	Seminar in Parliamentary Studies and Research "Silvano Tosi" University of Florence - Florence Seminar in Parliamentary Studies and Research "Silvano Tosi".
1998	University Degree in Political Science University of Perugia Political and International Studies track. Final grade: 110/110 cum laude.
1991	Diploma in Accounting, Commercial Studies and Computer Programming Vittorio Emanuele II Technical Commercial Institute - Perugia Diploma in Accounting, Commercial Studies and Computer Programming.

PROFESSIONAL TRAINING COURSES

Date	Course / Provider
21/06/2022	PIAO and Public Value: a way to increase transparency, participation and awareness in public administrations University of Perugia
23/02/2022	The legal framework governing administrative procedures School of Public Administration - Villa Umbra
11/02/2022	Defects and invalidity of administrative acts School of Public Administration - Villa Umbra
12/01/2022	The role of the Contract Execution Director in light of current legislation and recent case law School of Public Administration - Villa Umbra

Date	Course / Provider
22/11/2021	Agreements between public administrations: agreements under Article 15 of Law No. 241/1990, programme agreements and service agreements under Article 5(6) of the Public Contracts Code School of Public Administration - Villa Umbra
31/05/2021	Institutional ethics: strengthening institutional conduct and promoting a results-oriented culture School of Public Administration - Villa Umbra
17/12/2020	Key anti-corruption measures: a critical analysis School of Public Administration - Villa Umbra
23/11/2020	Social media and public communication School of Public Administration - Villa Umbra
14/09/2020	The 2020 Simplification Decree and digital innovation in public administration School of Public Administration - Villa Umbra
26/05/2020	Principles for the proper drafting of administrative acts School of Public Administration - Villa Umbra
19/05/2020	Administrative and accounting liability: its constituent elements in light of the most recent case law School of Public Administration - Villa Umbra
19-20/11/2019	University resolutions LineaPA - University Sector
15/11/2019	Introduction to ISO 9001:2015 University of Perugia
09-11/10/2019	Administrative Managers Conference - RAU 2019 "University 5.0: from managing complexity to creating public value" University of Palermo
26/09/2019	Below-threshold public contracts in light of ANAC Guidelines No. 4 Dr Ugo Montella - University of Perugia
12/07/2019	Basic rules for the proper procurement of goods and services under the Public Contracts Code and ANAC Guidelines (Legislative Decree No. 50 of 18 April 2016) Dr Ugo Montella - University of Perugia
11/07/2019	The officer responsible for the procedure, the works director and the contract execution director Dr Ugo Montella - University of Perugia
05-07/06/2019	ISOIVA Project 2019 - 2nd course on accounting and taxation University of Perugia
28-30/05/2019	UGOV-CMI - Complete basic course Cineca
20/02/2019	UGOV-CO - Accounting closing procedures Cineca
06-08/02/2019	ISOIVA Project 2019 - 1st edition University of Perugia
21/12/2018 - 31/03/2019	Workstation management and functions connected with University services University of Perugia
19/12/2018	The new MIF3 OPI application University of Perugia
13/12/2018 - 31/03/2019	Compliance requirements concerning transparency legislation and access to administrative documents University of Perugia
22/11/2018	Mandatory training day: presentation of the Tuttogare platform University of Perugia - Sala Dessau

Date	Course / Provider
05/11/2018 - 31/03/2019	Techniques for drafting administrative acts and agreements University of Perugia
25/07/2018	Personal data protection - Regulation (EU) 2016/679 for positions of responsibility School of Public Administration - Villa Umbra
04/07/2018	CRM - Customer Relationship Management University of Perugia / School of Public Administration - Villa Umbra
06-08/06/2018	ISOIVA Project 2018 - 2nd course on accounting and taxation University of Perugia
27/03/2018	MEPA and the new Public Contracts Code. Practical guide to the operation of the Public Administration Electronic Marketplace Legislazione Tecnica

PERSONAL SKILLS

Language	Level	Description
Italian	Native language	
English	B2	Upper-intermediate
French	C1	Advanced
Spanish	B1	Intermediate

Organisational and management skills

- Strong organisational and planning skills.
- Effective time and priority management.
- Ability to manage multiple activities and administrative procedures simultaneously.
- Motivation, adaptability and a strong team-working attitude.

Professional skills

- Analytical skills and a strong problem-solving approach.
- Sound accounting background, including accounting and invoicing skills.
- Strong communication and interpersonal skills developed through interaction with academic staff, colleagues and students.
- Experience in the administrative and accounting management of university structures, procedures and public-administration compliance requirements.

Digital skills

- Use of administrative, accounting and public-administration applications and platforms, including U-GOV, PERLAPA/Anagrafe Prestazioni, PCC, Tuttogare and MIF3 OPI.
- Use of digital tools to support document, accounting and administrative management.

I authorise the processing of the personal data contained in this curriculum vitae in accordance with Regulation (EU) 2016/679 (GDPR) and applicable national legislation.

Perugia, 15 September 2026

Monia Peducci