

SHEYLA PICCOTTI



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Qualification : **LIBRARIAN at UNIVERSITA' DEGLI STUDI DI PERUGIA**

Date 2007 – presents Working duration 18 years

Skills acquired and exercised

Responsible for journals, cataloguing retrieval, cataloguing in Alma, Prevention and Protection Officer, Referent for the statistics office, Referent for subjects with SEN, research evaluation courses (H-index, Impact factor and other metrics) for PhD students and students, in the Alma implementation staff.

Qualification **of the Prevention and Protection Service ASPP contact person for the University of Perugia Headquarters.**

FORMATION

University of Perugia

BACHELOR'S DEGREE in Psychological Sciences and Techniques
Graduation 2025

Iter

Master in Business Management
Graduation 2002

Iter

Master's Degree in Human Resources and Organization 2000

University of Perugia

BACHELOR'S DEGREE IN Philosophy
Graduation 2001

COURSES

- The University is formed - Code of Ethics and Conduct, Performance, Anti-Corruption and Transparency
- THE CULTURE OF RESPECT
- Good practices for a more sustainable University - 2024
- The Corruption Prevention Strategy and Administrative Transparency
- SYLLABUS - Cybersecurity Awareness
- Good practices for a more sustainable University -
- Transparency Day: corruption prevention, transparency and performance as dimensions of public value. Values of legality, integrity and public ethics
- Training in the use of the Alma platform in the University libraries - The search interface for library users (discovery tool and Primo VE) and electronic resources
- Training in the use of the Alma platform in University libraries - Management of periodicals on physical media
- Training in the use of the Alma platform in the University libraries - Acquisition of monographs on physical support
- Training in the use of the Alma platform in the University libraries - Alma interface and services for library users
- STAFF MOBILITY FOR TRAINING IN CRETE [ERASMUS+ 2022/2023]
- STAFF MOBILITY FOR TRAINING IN CYPRUS [ERASMUS+ 2022/2023]
- Traps and opportunities behind a click: awareness as the best tool for defending and controlling the use of personal data
- Training on copyright, copyright and open licensing
- Copyright in the academic field. How to publish without losing rights and how to protect yourself from predatory publishing
- SYLLABUS 5.2 - Understanding emerging technologies for digital transformation
- SYLLABUS 4.2 - Providing on-line services
- SYLLABUS 5.1 - Understanding the goals of digital transformation
- SYLLABUS 2.2 - Communicating and sharing with citizens, businesses and other PAs
- SYLLABUS 4.1 - Understanding digital identity
- SYLLABUS 1.2 - Producing, evaluating and managing electronic documents
- SYLLABUS 2.1 - Communicating and sharing within the administration
- SYLLABUS 1.1 - Managing data, information and digital content

- SYLLABUS 1.3 - Understanding Open Data
- SYLLABUS 3.2 - Protecting Personal Data and Privacy
- SYLLABUS 3.1 - Protecting Devices
- STAFF MOBILITY FOR TRAINING REYKJAVIK [ERASMUS+ 2021/2022]
- INTRODUCTION TO CATALOGUING MUSIC RESOURCES IN SBN
- EPA - English for Public Administration
- THE APPLICATION OF THE REICAT AND THE INTRODUCTION OF THE UNIFORM TITLE IN THE ALEPH GENERAL CATALOGUE OF THE UNIVERSITY OF PERUGIA
- Libraries and electronic publishing contracts: the transformative agreements of CARE-CRUI. State of the art at the University of Perugia
- Public ethics and its application
- Personal data protection legislation: understanding and implementing it
- MOBILITY OF STAFF FOR TRAINING Prague [ERASMUS+ 2019/2020]
- The relevance of authority control
- Ebook@Unipg and federated authentication to electronic resources
- Application of the new Regulation for the processing of personal data - Regulation (EU) 2016/679 of the European Parliament of 27 April 2016.
- What's new on the Web of Science platform
- English for librarians: English at information desk, welcoming foreign users to the library
- The Discovery Tool: the University's new tool for exploring bibliographic resources.
- CRM Customer Relationship Management
- Academic Complete on Ebook Central
- Students with SLD: University empowerment practices
- Special educational needs aimed at Referents, front-office staff, libraries and student secretariats - compulsory training
- REICAT
- LibreOffice Calc
- Mozilla Firefox and Thunderbird
- LibreOffice Writer
- Microsoft Windows 7
- Procedures for the use of technical and medical gases in cylinders
- CRCV – Risk Awareness and Virtuous Behaviors

- Refresher seminar on the application of Reach, CLP regulations for the management of chemical risk in the workplace
- Asbestos and Health
- Update on the application of the Reach, CLP and SDS regulations for the management of chemical risk in the workplace
- Basic Life Support and Early Defibrillation and related updates
- The Evolution of Organizational Models
- Healthy and safe workplaces for all ages - European Safety Week
- Training of the Prevention and Protection Service and related updates
- Fire Prevention Officer and related updates
- Company First Aid Officer and related updates

Other skills

Diction and expressive reading course

Public speaking course

I have been doing theater and dance theater for 20 years

I have published two collections of poems and a novel.