

## *Presentation of the company*

### *Who we are*

Istituto Meschini has the purpose to achieve and develop the training, aiming at the professional qualification and at the human resources improvement in the work organization.

The name Meschini is since ever linked to the shorthand method invented by Prof. Erminio Meschini, who was born in Rome on June 19<sup>th</sup> 1880, where he founded the first institute “Ecole de Langues” in via del Tritone,62, for an easy and fast teaching of modern languages.

“The success of this school is witnessed by the fact that the Istituto Meschini has become in the years a real institution in the city, that has trained thousands of people in different fields (office technology – communication – marketing – informatics). During the stay of James Joyce in Rome, the Irish writer cooperated as a teacher in the school”(IL MESSAGGERO – Carlo Bigazzi report “Classical Joyce” promoted by the Comune di Roma and by the University Roma Tre).

In 1906, after years of intensive studies Erminio Meschini published the first edition of the Italian Shorthand “Meschini System”. Many other editions followed as, for its inventor, shorthand was continuously evolving; he studied and tested each new idea with a scientific attitude. His work was at its top in 1935, when his shorthand system was introduced in the public teaching. The importance of Prof. Meschini contribution to the field of shorthand knowledge is evident if we consider his several publications and the articles that many experts published on the most important magazines of that time. The lightness and the variety process on which the Meschini shorthand system is based seems to anticipate the computer applications as an everyday tool.

Since 1970 the Istituto Meschini has been working in the informatics field, using teaching methods and high technology equipments, performing qualifying and re-qualifying projects and professional follow up courses both for private people and, on request, for boards and companies.

The Institute was first recognized by the Provincial Board for Technical Education and later on, in accordance with the law of 1978 concerning the Professional Training, it is under the control of the Regione Lazio and in 2003 the same obtained the Regional Account to provide courses granted by the European Social Fund.

From 1995 to 2003 Istituto Meschini was a partner of IBM/SELFIN, present on the catalogue of training offers, in order to provide PC Express Education courses. Together they managed the training project (with modules in FAD too) named “Skill Pass”, then provided all over Italy.

Together with FORMARE srl (Training Board of FEDERLAZIO) the Institute has planned and managed courses for “European Secretaries” – “Program Analyst” granted by the European Social Fund.

Together with La Sapienza (Faculty of Engineering –System and Informatics Dept), ITCG “L.Luzzatti”, PTS Consulting Spa, planned and realized the course “Informatics Applications Expert”.

The Institute has planned and developed informatics and language tests on informatics supports, organizing and managing the assistance for competitions and selections (European Parliament – ACEA spa – Comune di Roma- Banco di Sicilia).

As a confirmation of its business philosophy in 1998 it awarded the Quality Certificate UNI EN ISO 9001 , now NUOVA VISION 2000.

In 2001 the Institute gained the Minerva prize for Professional Training.

The Institute headquarters are in Viale Giotto,1. The manager is Dr. Marta Meschini.

## **Training**

### ■ **COURSES GRANTED BY THE EUROPEAN SOCIAL FUND (c/o the Institute)**

- Web Master
- Multimedial Advertising Graphic
- Office Operator
- Web Application Designer
- Advertising Graphic Designer and Tridimensional Designer

### ■ **COURSES WITH REGIONAL CERTIFICATE (c/o the Institute)**

- Programmer
- Web designer
- Multimedial Advertising Graphic
- Operator (MS-Office and Inernet)
- CAD Designer
- Business Agent

### ■ **COURSES FOR EUROPEAN LICENCE (ECDL) – EXAMINATIONS BY OUR OFFICE**

### ■ **COURSES OF INFORMATICS TRAINING ON PC (also by the client's office)**

Windows (I-II level)

Excel (I-II-III-VBA)

Access (I-II-III-VBA)

Outlook(one level)

Dreamweaver

AutoCAD

Visual Basic Programming

Jsp Programming

XML; XSL; XSLT Programming

Linux Network Administration

Windows Network Aministration

Database Administration

Word (I-II-.III level)

P.Point (I-II level)

Internet (one level)

Html

Flash

Java Programming

PHP Programming

Linux System Administration

Windows System Administration

Database Analysis and Design

At the end of courses a certificate of attendance is issued.

### ■ **PLANNING OF INDIVIDUAL TRAINING**

- **PLANNING AND DEVELOPMENT OF INFORMATICS AND LANGUAGE TESTS ON INFORMATICS SUPPORTS**
- **ORGANIZATION, MANAGEMENT AND ASSISTANCE ON/SITE FOR SELECTIONS AND BUSINESS COMPETITIONS**
- **MANUALS DEVELOPMENT ON PAPER AND INFORMATICS SUPPORTS**

### *The clients of the Institute*

ACEA s.p.a.	AXA s.p.a	BANCO DI SICILIA	BNL s.p.a.
BRITISH AIRWAYS s.p.a.	CAPITALIA	COMUNE DI ROMA	CONSORZIO AGENZIA GENERALE
ENPALS		ENTE POSTE	ESSO s.p.a.
EUROLAT s.p.a.	IBERIA s.p.a.	INA s.p.a.	INAIL
RAI	ISTAT	IST. COMMERCIO ESTERO	KPMG
ROMAGEST s.p.a.	ONU	MINISTERO DEL LAVORO	MINISTERO DEGLI INTERNI
TIM	QANTAS s.p.a.	UIL-POSTE	MEDIOCREDITO CENTRALE s.p.a
SIAE s.p.a.	SELFIN (IBM)	STUDIO ASSOCIATO s.p.a.	INTER PARTNER ASSISTANCE s.r.l.
SOCIETÀ ARCHIVISTICA DEL LAZIO (Beni Culturali)		VORWERK FOLLETTO s.p.a.	PRESIDENZA DEL CONSIGLIO Dipartimento Protezione Civile
FINECO ASSET MANAGEMENT s.p.a.		SOGEI s.p.a.	

### *The teachers of the Institute*

- They have been trained according to the teaching parameters requested by the Account of the Regione Lazio and have teaching skill for courses provided on account of large Companies and Public Bodies for at least three years.
- They are continuously updated by means of specific training courses
- The informatics teachers have the following professional qualifications:
  - regional certificate of Programming or Graphic
  - certificate of attendance course Office 2000/XP
  - certificate of attendance course HTML
  - certificate of attendance course Java
  - certificate of attendance course Windows NT Server and Nt Workstation
  - data base management in Windows
  - remote links, nets and their management, Internet, Netscape, Explorer, E-Mail transmission Protocols (FTP-TCP/IP).

- IBM certificate to provide courses on Personal Computer
- master Web Application (use Com components – Asp technology – Java script).
- Teachers of other subjects have all the corresponding degree.

### *The service features*

- Quality certificate in accordance to the law ISO 9001- Nuova Vision 2000 for training services
- Teaching classrooms with a number of seats as follows:
  - 18/21 Pentium pcs
  - IBM server operating system Windows NT 4.0/Linux
  - Ink-jet/laser printers
  - Multimedial projectorsAll PCs are connected in Ethernet net with data and printers sharing, classrooms are approved in accordance with the ASL law 46/90 – decree 626/94 requirements
- If required by the company we can provide:
  - admission tests to estimate their knowledge level
  - final tests to establish their learning level
- At the end of the course the teacher, on request of the client, draws up a technical/didactic report with attached graphics, explaining the teaching method and the learning progresses reached by the participants
- The client can modify the courses contents and its carrying out sequence according to his needs finding at any time help by the Secretary desk of the Institute
- Once the course is ended a phone help desk (n 065741081) is at disposal to provide the participants with all explanations directly by the teachers, with an answer time within the same working day

- The course **efficiency** and the participants **satisfaction** with reference to teachers, equipment, classrooms, informatics and language laboratory and the course on the whole, are monitored and estimated by means of one or more questionnaires, according to the course length and in accordance to what is shown in our Quality handbook (Vision 2000).
- The **efficiency** of the ESF courses is monitored through post-course telephone calls to the participants, questioning them about their professional interviews and job offers. The phone calls are coordinated by the Institute Quality Representative . The results are gathered together in a report and are published in an *ad hoc* page on the web site of the Institute ([www.istitutomeschini.it](http://www.istitutomeschini.it)) according to the most modern indexation and setting on the main search engines, to allow all those concerned to obtain a prompt information about training and the achieved results.

The Institute office is a few meters from the underground stop “Piramide”– line B -, from Ostiense Station and it is also near several bus stops.

The Manager  
Dr. Marta Meschini

---

I authorize the use of personal data in accordance with the law 675/96 on the Privacy

## CURRICULUM VITAE

### PERSONAL INFORMATION

- Name **MESCHINI MARTA**
- Address Via della Lungara 3 -00165 Roma
- Telephone 06/5741081
- Fax 06/5745308
- E-mail m.meschini@istitutomeschini.it
- F.C MSCMRT50E62H501D
- Nationality Italian
- Place and date of birth Rome May 22<sup>nd</sup> 1950

### WORK EXPERIENCE

- Dates (from-to) February 2005 to today
- Name and address of employer ITCG "L.LUZZATTI" Via Pedemontana –Palestrina
- Type of business or sector State School
- Occupation Professional service
- Main activities and responsibilities Coordination, monitoring and estimation of course granted by E.S.F
- Dates (from-to) February 2004 to today
- Name and address of employer ISTITUTO G.MESCHINI srl – viale Giotto 1 Roma
- Type of business or sector Training and services
- Occupation Collaboration on project
- Main activities and responsibilities Coordination for courses granted by the E.S.F. for web master – multimedial graphic designer
- Dates (from-to) September 1999-December 1999
- Name and address of employer BANCO DI SICILIA
- Type of business or sector Credit and services
- Occupation Professional service

- Main activities and responsibilities  
Coordination, drawing up and check of tests on electronic format concerning the Banco di Sicilia competition – informatics/ English
- Dates (from-to)  
April 1999 –May 1999
- Name and address of employer  
ISTITUTO G.MESCHINI SAS viale Giotto 1 roma
- Type of business or sector  
Training and services
- Occupation  
Professional services
  
- Main activities and responsibilities  
Responsible for the European Parliament competition –informatics department
- Dates (from-to)  
1997 to today
- Name and address of employer  
Fondazione Di Liegro-Onlus Via del Mortaro,26 Roma
- Type of business or sector  
Onlus
- Occupation  
Founder and Council Member
- Main activities and responsibilities  
Promotion of the Foundation and planning of courses for underprivileged people
- Dates(from-to)  
1995-2003
- Name and address of employer  
Selfin/IBM via delle Sette Chiese Roma
- Type of business or sector  
Professional services
- Main activities and responsibilities  
Sales agent for courses IBM/Selfin on catalogue – management and course coordination 1992-1994
- Name and address of employer  
Ministry of Labour
- Type of business or sector  
Public Authority
- Occupation  
Professional services
- Main activities and responsibilities  
Commission for equal opportunities by the Ministry of Labour
- Dates (from-to)  
January 1992-June 1992
- Occupation  
Professional services
- Main activities and responsibilities  
Member of Commission for AMA Spa competition and drawing up of tests  
Coordination and check for the informatics sector
- Dates (from-to)  
1990-1993
- Name and address of employer  
FORMARE Srl viale Libano 62 Roma

- Type of business or sector Services
- Occupation Member of General Council Federlazio
- Main activities and responsibilities Planning, carrying out and coordination in the courses for “European Secretaries” and “Systems Analysts AS 400” with the E.S.F.
- Dates (from-to) 1989-1997
- Name and address Ente Bilaterale del Lavoro (EBLA) Viale Libano 62 Roma
- Type of business or sector Services
- Occupation //
  
- Main activities and responsibilities President. Promotion of EBLA c/o political offices and trade unions and in meetings concerning the sector. Planning and control of compulsory trainings for workers.
- Dates(from-to) 1987 to today
- Name and address of employer MAREVIVO Lungotevere A.da Brescia Scalo de Pinedo Roma
- Type of business or sector Voluntary work
- Main activities and responsibilities Responsible for the “Open sky operation”, coordination and check –Realization of Social Events described at the item “Organizational skills”
- Dates (from-to) 1981 to today
- Name and address of employer ISTITUTO G.MESCHINI srl Viale Giotto 1 Roma
- Type of business or sector Training and services
- Occupation //
- Main activities and responsibilities Manager
- Main activities and responsibilities Teacher in shorthand typing courses
- Dates (from-to) 1970-1975
- Name and address of employer ALITALIA
- Type of business or sector Private
- Occupation Open-ended job
- Main activities and responsibilities Flight attendant

## EDUCATION AND TRAINING

- Dates (from-to) 1975



- Name and type of organization  
providing education and training      University of Urbino
- Principal subjects      Sociological
- Title or qualification awarded      Degree in Sociology
- Dates (from-to)      1998
- Name and type of organization  
providing education and training      FORMARE Srl (Federlazio) viale Libano, 62 Rome
- Business quality systems technical and law regulation -  
account and certification of the products auto estimation  
of the quality system inside a company, definition,  
development and carrying out of the quality system.
- Title or qualification awarded      Certificate of quality system ISO 9881 responsible
- Dates (from-to)      1987 and 1995
- Name and type of organization  
providing education and training      Istituto G. MESCHINI Srl –viale Giotto 1 –Roma
- Principal subjects      Shorthand, typing, and Cobol programmer  
Regional certificate of shorthand typing , regional certificate of programmer

**PERSONAL SKILLS  
AND COMPETENCES**

Mother tongue	Italian	
Other Languages		
	English	French
Reading skills	Good	Good
Writing skills	Good	Good
Verbal skills	Good	Good

**SOCIAL SKILLS AND  
COMPETENCES**

She has always held professional roles in which communication and team work are very important: She can communicate in multimedial environments easily and confidently. Since 1985 she has been acting as a course coordinator, first for the Nigerian community in Rome and then for courses both for private people and for ESF granted courses organized for European Community citizens and for non. EU- citizens.

Social skills have also been developed in years of work in the voluntary field;

**ORGANISATIONAL SKILLS AND  
COMPETENCES**

Organizational skills have been reached after years of professional experience, cooperating with important companies (Federlazio, Selfin/IBM, etc)

Moreover, in the voluntary field, she has planned and managed Social Events. For the Association MAREVIVO she carried out and wrote about 300 quizzes presented to the audience for the Event

“Salviamo la Poseidonia” performed at the Argentina Theatre in 1990. For this Association she also cooperated to plan and carry out events yearly performed at the Hotel Majestic (1992) Villa Miani (1995 – 1998- 1999), at the Fiano Romano Castle (1988), at the Tiberino Theatre (1987) at Barberini Palace (1996), at Brancaccio Palace (1997) at the Scalo de Pinedo (2002-2003).

She cooperated to the organization for:

The International Campaign “Isole Italiane Minori” Marevivo-Italian Navy performed at the Asinara island in 1998;

The institution of the first Italian sea sanctuary in Ustica (1987)-Chief of Staff G. Piccione;

The International Campaign performed on the training ship Palinuro for the protection of the Sarno river (1998)

Voluntary work with the Di Liegro Foundation, in which she plans trainings for underprivileged people.

### **TECHNICAL SKILLS AND COMPETENCES**

Excellent knowledge of base application software applications (Word – Excel –Internet Outlook )  
good knowledge of Cobol program

### **ARTISTIC SKILLS AND COMPETENCES**

Writing of texts concerning degree subjects

### **ADDITIONAL INFORMATION**

Minerva Prize in 2001 for professional training

I authorize the use of personal data according to the law 675/96 on the Privacy