

# CURRICULUM VITAE



## ANNA FETTA

| Architect |

### Personal Information

First name / Surname	<b>ANNA FETTA</b>
Address (es)	Current Address - via Val d' Aosta 98, 00137 Roma (RM), Italy Home Town - via Ariole 48, 81010 Valle Agricola (CE), Italy
Telephone	Mobile: +39 393 490 77 00
E-mail	hannafetta@gmail.com
Nationality	Italian
Date of birth	28 November 1985
Gender	Femal

### Desired employment

Occupational field	<b>Project Architect</b> Architectural design Building renovation Drafting skills Sustainable environmental solutions Site inspections
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### Work experience

Dates	<b>April 2015 - Present (14 months)</b>
Occupation or position held	<b>Architect - Project Manager</b> (permanent position)
Main activities and responsibilities	<ul style="list-style-type: none"><li>- Generated preliminary design concepts and prepared presentations</li><li>- Accountability, Coordination and Supervision of project phases My role is to provide technical answers to develop the project from concept to construction, coordinating the team in the development of technical drawings and BIM model.</li><li>- Responsible for the preparation of Tender submissions for Civil Engineering projects</li><li>- Examine incoming tenders and review contract potential</li><li>- Measuring &amp; 'Quantity Take-Off' from drawings</li><li>- Producing Bills Of Quantities</li><li>- Sourcing pre-project information and analysing sub-contractor quotations, agreements &amp; enquiries</li><li>- Build up tender price from first principles based on the scope of works, plans, specification, programme</li><li>- Cost planning</li><li>- Produce tender report in preparation for tender adjudication</li></ul>
Name and adress of employer	<b>Fabio Guido Engineer</b> "IL FARO" by Provasi - International Construction Engineering piazza Pitagora 7, 00197 Roma (RM), Italy Tel: +39.06.807.90.58; Tel. +39.06. 8074.646; Fax +39.06.80.75.089 Website: www.ilfaroengineering.com
Type of business or sector	Architectural Design - Building renovation - Accommodation - Sustainability

Dates	<b>November 2014 - April 2015 (5 months)</b>
Occupation or position held	<b>Project Architect</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Analysis and management of building practice and land registry</li> <li>- Construction drawings for renovation work and expansion of private apartments, holiday houses and private beach Drawings scale 1:50, 1:20, 1:5, 1:2.</li> <li>- Preparation of bills of quantities and Energy Performance Certificates</li> <li>- Provided on-site project supervision</li> <li>- Relationships with customers and municipal authorities</li> </ul>
Name and address of employer	<b>Edoardo Di Panfilo Surveyor</b> Technical Study via caorle 32, 00054 Fregene, Fiumicino (RM), Italy Tel: +39.06.619.683.98
Type of business or sector	Architectural Design - Building renovation - Sustainability
Dates	<b>September 2014 - November 2014 (3 months)</b>
Occupation or position held	<b>Site Architect - design assistance</b> of private apartments and commercial spaces of medium high-profile target
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Preliminary planning and organization of the site,</li> <li>- preliminary surveys,</li> <li>- verification technical drawings, material orders,</li> <li>- site supervision implementation in accordance with quality, time, costs, current regulation</li> <li>- Maintaining relationships with internal and external actors involved in th</li> <li>- Editor / update and integration Company documentation (worksite plans, Emergency layout, forms varies, security operational plan</li> </ul>
Name and address of employer	<b>Luigi Longo Engineer</b> Construction Company Napoli (NA), ITALY
Type of business or sector	Building renovation
Dates	<b>July 2014 - November 2014 (5 months)</b>
Occupation or position held	<b>Freelance Architect</b>
Main activities and responsibilities	Providing freelance architectural services and project management support to owners, consultants, contractors, and architectural firms in Rome and Latina. I have led renovation projects and conservative rehabilitation of existing buildings and the remodeling of the interior space
Name and address of employer	Technical Study of Lamberto Papetti Engineer (Latina) Technical Study of Fabrizio Cantelmi Surveyor (Roma)
Type of business or sector	Building renovation
Dates	<b>June 2014 - July 2014 (2 months)</b>
Occupation or position held	<b>Intern</b>
Main activities and responsibilities	Internship energy efficiency of the historic center of Siena. Inspection of buildings in the historic center object of the competition notice aimed at estimating the transmittance, to identify the problems of damp, peeling plaster, cracks and defects; analyze the internal temperature and ventilation, the illuminance and any heat losses. Modeling of the building analyzed with 3 Muri program aimed at evaluating structural improvements and adjustments.
Name and address of employer	<b>Daniele Ravagni Architect</b> via dei Termini 63, 53100 Siena, Italy Website: <a href="http://www.ravagnistudio.it">www.ravagnistudio.it</a>
Type of business or sector	Energy efficiency and environmental Sustainability

Dates	<b>December 2013 - May 2014 (6 months)</b>
Occupation or position held	<b>Collaboration as design architect</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Preliminary, final and executive architectural design for renovations works, new construction, rezoning, subdivisions, recovery plans.</li> <li>- Collaboration for drafting projects of interior design, building practice and land registry, bills of quantities and manufacturing technical specification (TS).</li> <li>- Preparation of technical and explanatory reports, datasheet and preliminary brochure</li> </ul>
Name and address of employer	<p><b>ARCHIPLAN s.r.l. Associated Architects Study Bruni &amp; Pilotti</b>  via Ugo Ojetti 16, 00137 Roma (RM), Italy  Tel: +39.06.82.00.28.41 – Tel: +39.06.86.80.06.00 - Fax: +39.06.86.89.45.00  Website: www.archiplan-srl.it</p>
Type of business or sector	Building renovation - New Construction
Dates	<b>March 2013 - May 2013 (3 months)</b>
Occupation or position held	<b>Teaching Assistant of the course AUTOCAD 2D</b>
Main activities and responsibilities	Member of a collaborative team of professors and assistants gathered to teach the students of Art School "A.Caravillani" site in Rome the main techniques of representation of an architectural model through Autocad 2D software
Name and address of employer	<b>Association "A-SAPIENS"</b>
Type of business or sector	Training courses
Dates	<p><b>April 2011 - December 2011 (8 months)</b>  <b>September 2010 - February 2011 (6 months)</b>  <b>May 2009 - December 2009 (7 months)</b></p>
Occupation or position held	<b>Tutor</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Tutoring and integrative teaching integrative as a support at the offices of the University of Architecture Presidency "L. Quaroni", Rome.</li> <li>- Collaboration and organizational support aimed at the functioning of the Library and Archives of the History Department, Design and Restoration of the University of Architecture "L. Quaroni", Rome.</li> </ul>
Name and address of employer	<b>University of Rome La Sapienza</b>
Type of business or sector	Educational and organizational field
<b>Education and training</b>	
Dates	<b>October 2010 - July 2013</b>
Title of qualification awarded	<p><b>Master's Degree in Architecture-Restoration Architecture - grade: 110 with honor / 110</b>  Thesis: The former Provincial farmer's cooperative of Latina: a new urban landmark. Recovery strategies and functional conversion.</p>
Principal subjects / occupational skills covered	<p>The graduate EU can do freelance activities and the practitioner in institutions and in the public and private entities, professionals and design companies operating in the fields of restoration and building restoration, urban and environmental.</p> <p><b>Principal subjects:</b>  sustainable design - several passive systems - bioclimatic constructions - energy systems and technologies</p>
Name and type of organisation providing education and training	<p><b>Sapienza University of Rome - Facoltà di Architettura</b>  Via Flaminia 70, 00188 Rome (RM) Italy  Tel: +39.06.3677.4001  Website: www.architettura.uniroma1.it</p>
Level in national or international classification	<b>LS-4 Degree in Architecture and Restoration</b>

<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects / occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Type of business or sector</p>	<p><b>April 2012 - June 2012</b></p> <p><b>Certificate of Cadastral Operator</b></p> <p>Development of cadastral procedures, use of DO.C.FA e PREGEO Software</p> <p><b>Ordine Architetti Pianificatori Paesaggisti e Conservatori di Roma e Provincia</b>  piazza Manfredo Fanti 47, 00185 Roma (RM), Italy  Tel: 06 97604560 - Fax: 06 97604561  Website: <a href="http://ordine.architettilroma.it">http://ordine.architettilroma.it</a></p> <p>Professional training</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects / occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p><b>October 2004 - January 2009</b></p> <p><b>Bachelor's Degree in Restoration and Conservation of Architectural Heritage - grade: 110 / 110</b></p> <p>Thesis: Urban and Architectural Restoration of the Ex Continental Hotel in Rome.</p> <p>The graduate EU can do freelance activities and the practitioner in institutions and in the public and private entities, professionals and design companies operating in the fields of restoration and building restoration, urban and environmental.</p> <p><b>Principal subjects:</b>  Recovery of existing buildings extended to the urban scale</p> <p><b>Sapienza University of Rome - Facoltà di Architettura</b>  Via Flaminia 70, 00188 Rome (RM) Italy  Tel: +39.06.3677.4001  Website: <a href="http://www.architettura.uniroma1.it">www.architettura.uniroma1.it</a></p> <p><b>L-4 Degree in Restoration and Conservation of Architectural Heritage</b></p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Name and type of organisation providing education and training</p>	<p><b>September 1999 - July 2004</b></p> <p><b>Artistic A levels - final grade: 96 / 100</b></p> <p>Experimental sector to address "Restoration of paintings</p> <p>Artistic high school  "Anton Giulio Bragaglia", Cassino (FR).  Via Marconi Guglielmo 47 - 03043 Cassino (FR), Italy  Tel: +39.0776.22790</p>
<p><b>Personal skills and competences</b></p> <p>Mother tongue(s)</p> <p>Other language(s)</p> <p>Self-assessment (european level*)</p>	<p><b>Italian</b></p> <p>English and French</p> <p>English: B1 - Threshold  French: B1 - Threshold</p> <p>* Common European Framework of Reference for Languages</p>
<p>Social skills and competences</p> <p>Organisational skills and competences</p>	<p>. Comfortable in working as part of a team  . Ability to take responsibilities when the situation arises  . Flexible and willing to travel.  . Ability to withstand a pressured team</p> <p>. good management skills, strict sense of responsibilities  . Problem-solving attitude  . Attentive to detail  . Able to work under tight deadlines  . Flexible in assignments</p>

Computer skills and competences

**Excellent Computer Proficiency**, in:

- . **Design** : Autocad
- . **Other technical programs**: Presto, Microsoft Project
- . **Editing**: Microsoft Word, Microsoft PowerPoint, Adobe Acrobat(Writer/Reader)
- . **Databases**: Microsoft Access, Microsoft Excel
- . **PhotoEditing**: Adobe Photoshop
- . **PC Operation Systems**: Windows 7, Windows XP

Other competences

- . Use of specific equipment: Distomat, Total Station, Laser Scanner
- . hand drawing, sketching and painting skills

## Additional informations

References and Portfolio Available upon request.