

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name RUSSO, LETIZIA
Address Via Alcide De Gasperi, No. 189, 90146 - Palermo, Italy
Telephone +39 091 513752
Cell. +39 337 899 883
Fax +39 091 6701632
E-mail lrusso@notariato.it
Nationality Italian
Date of birth 11 JUNE, 1962

PROFILE

A Notary with more than 20 years' experience of consultancy and mediation in both the public and private sector. With extensive experience of travelling professionally, including to the United States, the United Kingdom and within Europe. With a particular focus on professional development and quality assurance of Notary services for both her national and international clients in an ever-increasing global market, whilst managing all aspects of Notary offices, employees, policies and procedures.

WORK EXPERIENCE

- Dates (from – to) 2014–Present
- Name and address of employer Letizia Russo & Maurizio Citrolo Associate Notaries,
Via Alcide De Gasperi, No.189, 90146 - Palermo, Italy
- Type of business or sector Public Office offering Notary Services
- Occupation or position held **Notary Public** (Self Employed)
- Main activities and responsibilities Authentication and attestation of public documents
Consultation in civil, commercial, inheritance, financial and tax matters. Legal and technical support for international clients
- Website www.russonotaassociati.it

- Dates (from – to) 03/2018–Present (academic year)
- Name and address of employer Università degli Studi 'Link Campus University'
Viale Kennedy, No. 10, 95121 - Catania, Italia
- Type of business or sector University
- Occupation or position held **University Teacher** 'Docente Universitario a Contratto'
- Main activities and responsibilities Teacher of Company Law
- Website www.unilinkcatania.it

- Dates (from – to) 2000–2014
- Name and address of employer Notaio Letizia Russo, Via Alcide De Gasperi, No.189, 90146 - Palermo, Italia

- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held

PROFESSIONAL ASSOCIATIONS

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities
 - Website

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities
 - Website

Public Office offering Notary Services

Notary Public (Self Employed)

Authentication and attestation of public documents

Consultation in civil, commercial, inheritance, financial and tax matters. Legal and technical support for international clients

1994-2000

Notaio Letizia Russo, Via Briuccia, No. 84, 90146 - Palermo, Italia

Public Office offering Notary Services

Notary Public (Self Employed)

Authentication and attestation of public documents

Consultation in civil, commercial, inheritance, financial and tax matters. Legal and technical support for international clients

1990–1994

Notaio Letizia Russo, Corso Umberto I, 92010 - Caltabellotta (AG), Italia

Public Office offering Notary Services

Notary Public (Self Employed)

Authentication and attestation of public documents

Consultation in civil, commercial, inheritance, financial and tax matters. Legal and technical support for international clients

1989–1991

Courts of Palermo, Bagheria Division

(Tribunale di Palermo, Sezione Distaccata di Bagheria), Via Federico II, No.33, 90011 - Bagheria, Italy

Civil Courts

Justice of the Peace (*Giudice Onorario Conciliatore*)

2015–Present

RICS - Royal Institute of Chartered Surveyors (Italy)

Professional Association

Association Member

Professional body for Project Management in land, property and construction

www.rics.org/it/

2014–Present

The International Seal, Winnington House 2, Woodberry Grove, N120DR, London, England, United Kingdom

Professional Association

Association Member

Providing legal and technical support to international clients

<http://www.theinternationalseal.com/>

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities
- Website

2012–Present

Laboratorio della Qualità Notarile,
Via Baruffaldi, No. 2, 44042 - Cento (Ferrara), Italy
Professional Association

Associate Notary – Association for 'Notary Quality Workshops'
Promotion and diffusion amongst Italian Notaries of Guidelines for 'Quality' services:

- Professional Techniques and Scientific Methodology
- Notary - Client Relations & Client Satisfaction
- Notary Office Organisational Management
- Gathering and Organisation of Feedback

<http://www.laboratorioqualitanotarile.it/>

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities
- Website

2008–Present

Adr Notariato S.r.l., Via Flaminia, No.160, 00196 - Roma, Italy

Professional Association

Co-founder, member of Board of Directors & Professional Mediator
Professional Mediation ADR (Alternative Dispute Resolution)

<http://www.adrnotariato.org/index.php>

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities
- Website

2000–Present

Associazione Notarile Procedure Esecutive Palermo - **Aspep Notai**, Piazza Amendola 31, 90100 - Palermo, Italy

Public Auctions

Co-founder and member of Board of Directors

Public Auctions of repossessed properties

<http://www.aspepnotai.it>

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/skills covered
- Title of qualification awarded
 - Level in national classification

09/2014

Fordham University, New York City, New York, Bronx, NY 10458, USA in collaboration with l'Università Pegaso, Piazza Trieste e Trento, No. 48, 80132 - Napoli, Italy

'Italian and US Company and Notarial Law in a Comparative Perspective' (University Masters II Level in *'Mercato delle Regole italiane e Paesi di Lingua Anglosasso'*)

Certificate of Participation

Masters II Level

- Dates (from – to)
- Name and type of organisation providing education and training

03/2014 & 06/2014

The Academy of European Law (ERA), Metzger Allee 4, D-54295 - Trier, Germany

- Principal subjects/skills covered
 - Title of qualification awarded
 - Dates (from – to)
 - Name and type of organisation providing education and training
- Principal subjects/skills covered
 - Title of qualification awarded
 - Dates (from – to)
 - Name and type of organisation providing education and training
- Principal subjects/skills covered
 - Title of qualification awarded
 - Dates (from – to)
 - Name and type of organisation providing education and training
- Principal subjects/skills covered
 - Title of qualification awarded
 - Dates (from – to)
 - Name and type of organisation providing education and training

'Planning Cross-Border Successions - The EU Succession Regulation and Inheritance Tax' & 'Buying and Owning Property in Europe - Real Property in the Context of European Law, Mortgages, Taxation & Rights and Wrongs'

Certificate of Participation

2010–Present

Organismi Bridge Mediation S.r.l.,
Via Panama, 26 - Roma, Italy

Professional Mediation ADR (Alternative Dispute Resolution)

Professional Mediator

2010–Present

ADR Notariato S.R.L.
Via Flaminia, 160 - Roma, Italia

Professional Mediation ADR (Alternative Dispute Resolution)

Professional Mediator

10/2009–05/2010 & 01–02/2013

Alma Graduate School, Università degli Studi di Bologna, Via degli Scalini,
No.18, 40136 - Bologna, Italy

'*La qualità del servizio notarile*' (Notary Services: Customer Relationship Management), 'Customer Experience Management' and 'Time Management in Professional Activities'

Certification of Participation

EDUCATION

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/skills covered
 - Title of qualification awarded

10/1980–06/1984 (Full-Time)

Facoltà di Giurisprudenza,
Università degli Studi di Palermo, Via Maqueda, No.172, 90134 - Palermo,
Italy

Commercial Law, Wills and Probates and Property Law

Degree in Law (110/110 with Honours)

PUBLICATIONS

2012-Author of various articles of miscellaneous works in the 'Manual of Civil and Commercial Mediation (*Manuale della Mediazione Civile e Commerciale*) CDP VI 588.I

- '*Soggetti Abilitati alla Costituzione di Organismi di Mediazione*'
- '*Requisiti per la Costituzione di un Organismo*'

**PERSONAL SKILLS
AND COMPETENCES**

MOTHER TONGUE
OTHER LANGUAGES

- Reading skills
- Writing skills
 - Verbal skills
- Listening skills

LANGUAGE CERTIFICATION
OVERALL GRADE

ORGANISATIONAL SKILLS
AND COMPETENCES

*Coordination and
administration of people,
projects and budgets; at
work, in voluntary work (for
example culture and sports)
and at home, etc.*

DRIVING LICENCE(S)

**ITALIAN
ENGLISH**

B2/C1 (CEFR - Common European Framework of Reference for Languages)
B2/C1
B2/C1
B2/C1

*Currently Preparing for Cambridge Business Language Testing Service
(BULATS). Exam scheduled for 2019*

Employer of 7 employees in two separate offices (Palermo and Bagheria):

- Recruitment and Training
- Quality Management
- Ethical Code
- Budget Control & Administration
- Risk Management
- Website/Online Resources

Full European Driving Licence - Issued 1981