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Curriculum vitae of **Matteo Santantonio**



Areas of Expertise

LABOUR LAW
INDUSTRIAL RELATIONS

Education

Master in “Expert in Industrial Relations and Labour” at Roma Tre University
(Currently Enrolled)

Master's Degree in Business Management (LM-77) from the University of Salento,
obtained in December 2022

Bachelor's Degree in Business Administration (L-18) from the University of
Salento, obtained in December 2018

Diploma in Accounting and Commercial Programming from the Technical
Economic Institute “A. De Viti De Marco” in Casarano (LE), obtained in 2014

Work Experience

May 2024 – Present: **ADAPT Junior Fellow**

December 2021 – December 2023: **Trainee Chartered Accountant at a firm
specialized in technical consultancy in labor law**

- Management of employment and termination procedures;
- Preparation and submission of mandatory communications to social security and welfare institutions;
- Payroll processing and contribution compliance;
- Assistance in the application of labor regulations;
- Drafting of employment contracts;
- Optimization of labor costs;
- Management of procedures for contribution reliefs.

Professional Skills

The traineeship has provided a valuable opportunity to acquire practical skills in the field of labor law. During this formative period, I had the chance to deepen my knowledge of the laws and regulations governing labor relations from both a legal and economic perspective.

Another aspect of my traineeship involved payroll processing, which allowed me to gain skills in calculating and verifying salaries, as well as managing tax and contribution obligations.

The use of management software for personnel and payroll administration, combined with the consistent use of the Office suite (particularly Excel) and other digital tools, has enabled me to acquire essential technological skills.

Language Skills

Italian

Native

English

Good knowledge of written and spoken English (B1)

IT Skills

I have a good command of various Office applications, particularly Word, Excel, and PowerPoint, along with email management (Gmail, Outlook). These skills were acquired during my academic and work experiences, as well as through regular use of the aforementioned software. Additionally, I am proficient in using TeamSystem's "Paghe" package.

Personal and Social Skills

Courses and participation in sports activities alongside academic and work experiences have allowed me to work closely with people, sharing life and study experiences that require continuous interaction. These experiences have helped develop a particular inclination for collaboration with colleagues, optimizing interactions, and teamwork, aiming to expand my multidisciplinary and interpersonal skills, which are of fundamental importance at a professional level.

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Non-professional Interests

Passionate about IT, sports, and geopolitics. I dedicate time to exploring the latest technological innovations, engaging in physical activities, and understanding global geopolitical dynamics

Personal Informations

E-mail: santantoniomatteo@outlook.it

Linkedin: <https://www.linkedin.com/in/matteo-santantonio-44346423a/>

Birth date: 20/05/1995

Birthplace: Tricase (LE)

Nationality: Italian



the ADAPT state of mind