PHP For CRISCIONE OLSON VALERIA

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Current Employee	
1. UN Index Number **838894**	2. Category/Grade **P-3**
3. Start Date of Appointment **Jun 1982**	4. End Date, if any
5. Organization or Agency **United Nations Secretariat**	
6. Department, office or mission **Department of Management**	
7. Type of Appointment **Permanent Appointment (under 100 series)**	
8. Limitations to Appointment **N/A**	

General Details

1. Family Name	First Name	Middle Name	Maiden Name, if any
CRISCIONE OLSON	**VALERIA**	**PINA**	**CRISCIONE**

2. Date of Birth	3. City of Birth	Country of Birth
7 Feb 1957	**Catania**	**Italy**

4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Italy		**United States of America**	

6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	**164**	**65**	**Married**

10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel?
No

Are there any limitations on your ability to perform in your prospective field of work?
No

11. Have you taken up legal permanent residence status in any country other than that of your nationality?
No

12. If you have taken any legal steps towards changing your present nationality, explain the circumstances:

13. What is your preferred field of work?
Personnel management specialists

14. Would you accept employment for less than six months?
No

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when:

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
No

Give explanation of each case:

17. State any other relevant facts, include information regarding any residence outside the country of your nationality.
From 1969 to 1978 I lived and studied in Fribourg, Switzerland. The language of instruction was French.

18. Email Address
criscione-olson@un.org

Contact Address and Telephone

Home
21 N. Chatsworth Ave., Apt. 4J
Larchmont
United States of America

Telephone Number
963-7728 Extension 3-7728

Relations

Are any of your relatives employed by a public international organization?
No
If you answered Yes to #1, list any relatives employed by the United Nations or its Specialized Agencies Below:

Relative Name	*Relationship*	*Organization or Agency*

If you have any dependants, list them below.

Dependant Name	*Relationship*	*Date of Birth*	*Gender*	*City , Country of Birth*	*Nationalities*
Louise Maria Olson	**Daughter**	**11 Jun 1997**	**Female**	**Port Chester (NY), United States of America**	**United States of America**
Maria Gulinello Criscione	**Mother**	**1 Apr 1927**	**Female**	**Catania , Italy**	**Italy**

Education

List all university degrees or equivalent qualifications obtained.

University Name	*City, Country*	*Attended From - To*
Hunter College	**New York, United States of America**	**Aug 1983 - Jun 1994**

Main Course of Study	*Field of Study*
Business & Administration	**Accounting**
Degree or Equivalent	*Exact Title of Degree (Do Not Equate)*
Bachelor of Sciences	**Bachelor of Science (Accounting)**

List schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

School	*City, Country*	*Attended From - To*

LYCEE LA CHASSOTTE	**Fribourg, Switzerland**	**Sep 1974 - Jun 1978**

Main Course of Study	*Certificates or Diplomas obtained*
Philosophy, modern languages and mathematics.	**DIPLOME DE BACHELIER DE L'ENSEIGNEMENT DU SECOND DEGREE**

List any significant publications you have written.

Journal/Publisher	*Title of Publication*	*Date*

List professional societies and activities in civil, public or international affairs.

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title	Type of Business	From - To	
Human Resources Officer	**International**	**May 2006 - Present**	
Name of Employer **United Nations**	Name of Supervisor **Suren Shahinyan**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number **963-7728 Extension 37728**	Fax Number	Email Address **criscione-olson@un.org**	

Address of Employer
OHRM/OSD/OHRM
S-2545
New York, United States of America

Field of Work	Specialty
Administrative specialists	**Personnel management specialists**
Number of Employees Supervised by You **2**	Kind of Employees Supervised by You **Personnel Assistants at the G-5 and G-6 level**

Description of Duties
Solely responsible for the planning and organizing of weekly meetings of the Central Review Committee (CRC) and Central Review Panel (CRP). Provide policy guidance to the CRC and the CRP to facilitate their review and endorsement of staff selection. Advise departments and offices on the outcome of the meetings, follow-up on the recommendations of the Central Review Bodies and ensure their implentation. Plan and coordinate the establishment of the membership of the CRC and CRP. Provide training to members of the Central Review Bodies and managers on the staff selection system. Keep abreast of the developments in the field of human resources management in the Organization. Serve as Secretary of the Central Review Board and as Officer-in-Charge of the Secretariat of the CRB in the absence of the Chief.

Summarize Any Of Your Achievements.
Assisted in the development of new policies, procedures and guidelines related to the Staff Selection System and the Central Review Bodies in paticular. Actively contributed in the meetings of a working group to review the Generic Job Profiles. Successfully planned and conducted, together with the Chief of the CRB monthly Information Sessions for Programme Case Officers. Introduced a system of screening cases for completeness, before placing them on the agenda for review, which resulted in the decrease in the return rate of submissions for filling of vacancies. Actively participated in the development and administration of a web-based survey which assessed the role of the CRB members in the Staff Selection System. As a result of the survey, I helped in the

development of an induction and training programme for the members of the Central Review Bodies.

Reason for Leaving
Still carrying out the functions

Job Title	Type of Business	From - To	
Associate Administrative Officer	**International Organization**	**Apr 2003 - Apr 2006**	
Name of Employer **United Nations**	Name of Supervisor **Ms. Neeta Tolani**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number **963-6229**	Fax Number **212 963-2589**	Email Address **tolani@un.org**	

Address of Employer
Executive Office, DGACM
New York, United States of America

Field of Work	Specialty
Administrative specialists	**Administrative officers**
Number of Employees Supervised by You **6**	Kind of Employees Supervised by You **Administratative Assistants**

Description of Duties
Solely responsible for the administration of 271 staff members in the Department of General Assembly and Conference Management (DGACM). A) Human resource management Actions: 1) analysis and approval of a wide range of human resources activities, e.g. recruitment and placement of personnel, promotions, job classification reviews, separation of staff members, training, etc.,2) consistent application and interpretation of the UN Rules and Regulations, 3) identification of priority activities and allocation of appropriate amount of time; 4) providing guidance to the Chiefs of Units in the preparation and submission of vacancy announcements in Galaxy and within the Department; 5) participating in interview panels to fill vacancies through competency based interviews; 6) drafting of correspondence on matters related to personnel, general administration and finance for own signature and that of the Executive Officer. B) General Administration: 1) Oversaw the allocation of space for my areas of responsibility and the procurement for the office equipment. 2) Provided overall guidance and supervision to 6 Administrative Assistants assigned to my areas of responsibility. C) Budget and Finance: 1) Monitored the budget programme for my areas of responsibility on a regular basis. 2) Certified travel requests, invoices, taxi claims, OBMOs and approved stock requisitions.

Summarize Any Of Your Achievements.
Played a major role in the formulation and implementation of policies and procedures related to the administration of the Text Processing Section, i.e. revision of the Generic Job Profiles, review of policies on international benefits. I am the focal point for the recruitment campaign of the text processors in the 6 official languages. Focal point for the mentoring programme established for the General Service and Professional staff members of DGACM. Focal point for the taxi claims for the 211 staff of the Text Processing Section.

Reason for Leaving
To broaden my scope and get experience in other Departments of the UN Secretariat.

Job Title	Type of Business	From - To	
Administrative Assistant	**International Organization**	**Jul 1998 - Apr 2003**	
Name of Employer **Public Services Section, DPI**	Name of Supervisor **Ms. Carolyn Schuler Uluc**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number **963-1072**	Fax Number	Email Address	

Address of Employer
United Nations
New York, United States of America

Field of Work	Specialty
Administration related	**Personnel management related**
Number of Employees Supervised by You	Kind of Employees Supervised by You
5	**1 Administrative Clerk and 4 Treasury Clerks**

Description of Duties
As Administratie Assistant/Supervisor of the Admin. Unit of the Public Services Section (PSS), I served as principal assistant to the Chief of the PSS for the management of the Section's financial and human resources. My major duties and responsibilities included: 1) Maintain control of expenditures and obligations by monitoring running balances of all accounts; review obligations/expenditures in conjunction with allotments received and invoices paid against them; compile periodic expenditure reports; determine validity of unliquidated obligations. 2) Provide assistance in the formulation of the biennial budget: attend training seminars on budget preparation; research and prepare the bakcground data/estimates to be used to forecast the staffing costs of the Guided Tours Unit. 3) Serve as focal point for the procurement needs of the PSS: certify financial feasility of requests for purchases; perform operations relating to the various stages of a requisition, i.e. research vendors, draft specifications, evaluate vendors, participate in meetings with Procurement Officers for requests that involve substantial specialized services; certify receipt of goods and services, monitor contractual arrangements and inspect in IMIS invoices for payment; recommend amendments and extensions of contracts; complete performance evaluations forms upon completion of services or delivery of goods; liaise with vendors for their registration with Procurement. 3) Provide broad human resources administration by preparing a wide range of personnel actions, i.e. extension of contracts, special leave without pay, maternity leave, separations, transfers, travel requests, audit of attendance records, etc.; monitor all supporting documentation for claims and entitlements; maintain liaison with staff of all levels within the Secretariat (EO, OHRM, Medical, Training, Pension Fund, Finance, Payroll, Travel, Procurement); advise and brief the staff of the PSS on all personnel and financial matters.

Summarize Any Of Your Achievements.
Solely responsible for the smooth running of the Administrative Unit of the Public Services Section and the supervision of 1 Admin. Clerk and 4 Treasury Clerks. Initiated the recruitment of the Treasury Clerks, interviewed the candidates, selected the applicants and once on board supervised their training. Established priorities, planned, coordinated and monitored own work and that of the staff under my supervision. Resolved personnel problems and created a good working team. Communicated in a clear and concise manner the goals of the Unit. I was the First Reporting Officer for the 5 staff members of the Administrative Unit.

Reason for Leaving
Passed the NCE in 2002 in Finance and was placed in April 2003.

Job Title	Type of Business	From - To	
Public Information Assistant	**International Organization**	**Jun 1996 - Jun 1998**	
Name of Employer	Name of Supervisor	Is this a Civil Servant Position of your Government?	Is this a position within the UN Common System?
Public Inquiries Unit, DPI	**Mr. Hasan Ferdous**	**No**	**Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number	Fax Number	Email Address	
212 963-6555		**ferdous@un.org**	

Address of Employer
United Nations
New York, United States of America

Field of Work	Specialty
Archiving, curating, information and library related	**Information network related**
Number of Employees Supervised by You	Kind of Employees Supervised by You
2	**Interns**

Description of Duties

Provided information on the activities of the Organization to all levels of the public. Maintained a general reference collection and data files in the Unit. Answered queries of a complex nature requiring research of material contained in libraries, archives, official records, yearbooks, press releases, etc. Reviewed published official documents and newspaper articles to determine which materials should be added to the files of the Unit. Selected reference materials relating to new subject areas and identified reference materials for retention. Selected materials for publicity kits for special events of the Organizations' activities, i.e. Year of the Disabled, Year of the Child, etc.

Summarize Any Of Your Achievements.
Played an essential role with respect to updating the sample letters in English, French and Spanish. Reorganized the filing system of the reference material. Contributed to the successfull running of the Public Inquiry Unit by being client oriented.

Reason for Leaving
Promoted to G-6

Job Title	Type of Business	From - To	
Administrative Assistant	**International Organization**	**Jun 1992 - Jun 1996**	
Name of Employer **Executive Office, DPI**	Name of Supervisor **Mr. Bock Yeo**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number	Fax Number	Email Address	

Address of Employer
United Nations
New York, United States of America

Field of Work	Specialty
Administration related	**Personnel management related**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**

Description of Duties
Established priorities and planned work to prepare Personnel Actions reflecting appointments, transfers, reassignments, extensions, promotions, travel, separations, etc. of staff for assigned organizational Units. Verified/recalculated information affecting the payment of overtime, night differential and ensured that such work had been properly authorized. Initiated requests for submission of PERs, extension of short-term and fixed-term contracts of professional and GS staff. Prepared travel authorizations and processed travel claims. Identified staff's needs and liaised with related services, e.g. payroll, insurance, travel, pension and medical offices to assist the staff. Maintained and monitored attendance records of the staff in Sections/Units assigned to me. Drafted letters and memoranda on administrative matters. Identified staff needs . Kept abreast of new developments with regard to rules and regulations and administrative instructions.

Summarize Any Of Your Achievements.
Helped minimize administrative errors/irregularities by being up-to-date with all new administrative policies. The staff under my areas of responsibility were kept well informed on personnel policies, procedures and entitlements.

Reason for Leaving
Assignment on G-6 SPA to the Public Services Section, DPI.

Job Title	Type of Business	From - To	
Public Information Clerk	**International Organization**	**Jan 1987 - Jun 1992**	
Name of Employer **Visual Materials Library, DPI**	Name of Supervisor **Mr. Richard Sydenham**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**

Salaries per Annum: Starting	Final	Currency Paid
Telephone Number	Fax Number	Email Address

Address of Employer
United Nations
New York, United States of America

Field of Work **Archiving, curating, information and library related**	Specialty **Information network related**
Number of Employees Supervised by You **2**	Kind of Employees Supervised by You **Staff on Temporary Assistance, during the General Assembly.**

Description of Duties
Provided assistance to UN and outside film producers by: (a)researching film material for their productions; (b) viewing videotapes with users to select footage; (c)providing information on UN policy on the use of UN material in their production. Liaised between commercial labs and in-house engineers for the dubbing of film footage for TV productions. Invoiced Library's clients and kept accounting records for royalties received and other Library charges. Coordinated the typing, the proofreading and the printing of the Library index cards which were done with the assistance of temporary staff.

Summarize Any Of Your Achievements.
Contributed to a wider dissemination and use of UN information materials by handling the research of requests by outside clients, often by telephone and under tight deadlines, expeditiously.

Reason for Leaving
Promoted.

Job Title **Public Information Clerk**	Type of Business **International Organization**	From - To **Jul 1982 - Dec 1986**	
Name of Employer **Promotion and Distribution Unit, DPI**	Name of Supervisor **Ms. Daphne Brooke-Landis**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number	Fax Number	Email Address	

Address of Employer
United Nations
New York, United States of America

Field of Work **Archivists, curators, information specialists and librarians**	Specialty **Industrial property information specialists**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**

Description of Duties
Ensured that new films, TV Spots and other visual materials were distributed promptly to all UNICs/UNDPs offices on a regular basis. Prepared all the necessary papers, including no charge invoices pertaining to each shipment. Assisted UN Missions, NGOs and other UN Agencies with their requests for visual materials. Solicited the interest of commercial distributors by sending them promotional materials and by appraising them promptly of the new DPI film releases. Participated in NGO's briefings and provided the participants with information material. Replied in writing (E/F) to queries from UNICs/UNDPs/UN Agencies and the general public.

Summarize Any Of Your Achievements.
Played an essential role in the preparation of the UN Film and Video Catalogue (English and French) with respect to its first computerized production which required my IBM word processing skills. Translated into English

correspondence received in French from UNICs and UNDPs. Promoted effectively UN films and video materials to distributors, NOGs and other clients.

Reason for Leaving
Due to restructuring of DPI, reassigned within DPI

Job Title	Type of Business	From - To	
Clerk/Typist (English)	**International Organization**	**Jun 1982 - Jul 1982**	
Name of Employer **Press Section, DPI**	Name of Supervisor **Loretta Villacin**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid	
Telephone Number	Fax Number	Email Address	

Address of Employer
United Nations
New York, United States of America

Field of Work	Specialty
Writing, translation and interpretation related	**Editing related**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**

Description of Duties
Typed edited drafts of press releases and other UN documents in English. Proofread text against original draft and corrected errors.

Summarize Any Of Your Achievements.
Produced fair copies which were error-free and ready for offset printing.

Reason for Leaving
Expiration of appointment.

Job Title	Type of Business	From - To	
Secretary	**Tobacco Co.**	**Sep 1980 - Dec 1981**	
Name of Employer **British American Tobacco Company**	Name of Supervisor **Mr. Peter Marsh**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **No**
Salaries per Annum: Starting **44000**	Final **44000**	Currency Paid **Switzerland Franc**	
Telephone Number	Fax Number	Email Address	

Address of Employer
Geneva
Geneva, Switzerland

Field of Work	Specialty
Administration related	**General administration related**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**

Description of Duties
Provided secretarial assistance in English and French to the Chief of the Sales and Marketing Department. Took dictation and typed correspondence using the IBM word processing system. Reviewed outgoing correspondence

for accuracy of style, grammar, spelling and for inclusion of accompanying documents. Compiled statistical data on cigarette's sales and inputted it in the computer. Transcribed a variety of materials pertaining to the marketing of cigarettes from written or recorded sources on word processor.

Summarize Any Of Your Achievements.
Reorganized the office filing system by ensuring the proper indexing of correspondence and reports and the safekeeping of confidential materials.

Reason for Leaving
Came to the USA.

Have you any objections to our making inquiries of your present employer?
No

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objection to your Personal History Profile being made available to them?
No

For clerical grades only:

Indicate typing speed in words per minute:

List any office machines or equipment you can use:

List any of the Official Languages of the United Nations you know.

Language	*Mother Tongue*	*Read*	*Write*	*Speak*	*Understand*	*Have you passed the UN Proficiency Exam for this language?*
English	**No**	**Easily**	**Easily**	**Easily**	**Easily**	**Yes**
French	**No**	**Easily**	**Easily**	**Easily**	**Easily**	**Yes**
Spanish	**No**	**Easily**	**Easily**	**Easily**	**Easily**	**Yes**

In addition to the six Official United Nations Languages, list any other languages you know.

Language	*Mother Tongue*	*Read*	*Write*	*Speak*	*Understand*
Italian	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.