

Current Residency: Rome, 00199
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I am a creative, well-informed and motivated individual.

Human resources professional with a drive for serving as a dedicated support specialist and energetic team member.

Adept in assisting with the recruitment of employees, as well as the management of existing employees. Experienced in managing employee and community outreach programs, and dedicated to working towards the mission of a company.

I am able to support offices by organising meetings, typing documents as well as updating records.

I love working under my own initiative or within a team, I can adapt to any environment and I possess good communication, written and IT skills.

I am able to prioritise workloads while working under pressure to meet deadlines with an enthusiastic can-do attitude and a good sense of humor.

Key Skills, Knowledge & Capabilities

- Management/team leading skills
- Adaptable with an excellent administration and computers skills
- Teamwork skills
- Excellent communication skills
- Ability to plan and organize meeting
- Good client base and networking skills
- Ability to use my own initiative
- Excellent telephone answering skills
- Accuracy and attention to detail
- Calm and professional manner
- Flexible and adaptable approach to work
- Discretion for dealing with confidential information
- Excellent organisational and time management

Employment history

**UNIVERSITY OF ROME TOR
VERGATA: SCHOLARSHIP.**

User Office

Rome (IT), February 2022 – Present.

Winner of a scholarship, finalized at the continuation and completion of post-graduate training on the topic: “Access profiles to research infrastructures”.

TECNORETE:

Office Coordinator

Rome (IT), April 2021 – February 2022.

Office secretary: answering phone calls, transferring callers as appropriate. Customer management, sales and advertising officer. Managing schedules for conference and community spaces. Filling and organizing records, invoices and other important documentation. In charge of writing the office area magazine and any other real estate advertisements.

**ELEONORA RICCIO: FASHION
DESIGNER,**

Personal Assistant

London (UK), November 2020 – Present.

Community Manager and Designer. Provide administrative and secretarial support. Organise and oversee day-to-day schedules. Screen calls, emails and liaise with clients on the designer’s behalf. Organise fashion shoots and book photographers and studios. Research new trends, prepare fashion fittings and help out as an assistant buyer, book fashion events and lunches. Make travel arrangements, work 24/7 when required.

KENDRA SCOTT: SELFRIDGES,
Assistant Manager
London (UK), October 2017 – August 2020.

As well as my daily tasks and organisation of events, I had the pleasure of tending to the needs of customers, ensuring they left having received exceptional customer service.

Manage tasks such as large quantity sales to other retail organisations to assisting with inventory and stock replenishment.

Furthermore, I have been involved in the social media activities by using my Instagram followers I was able to act as a brand influencer.

I have been able to grasp the importance of networking with customers with the objective of expanding Kendra Scott's involvement with the community and other interested parties. I have been dedicated to my role, not leaving until I completed tasks with the hope of reducing any pressure on our team.

LONDON GRADUATE FASHION WEEK,
Receptionist
London (UK), June 2017 – June 2017.

Answer and direct phone calls in a polite and friendly manner. Welcome visitors and answer any questions visitors have. Receive deliveries and maintain the general office filing system.

FENDI: 90 YEARS ANNIVERSARY, SHOWROOM,
Receptionist/Hostess
Rome (IT), July 2016 – July 2016.

Responsible for greeting guests upon arrival and managing the flow of guests entering the venue. I was also able to have easy-flowing conversations with guests without sounding scripted or coming across as intrusive. At the same time, I was able to be informative, making sure people were aware of current promotions. Explain the materials and fabrics of dresses on display. Being able to dress and undress mannequin quickly. Selling dresses retailed up to £900,000.

MOVIE: ABSOLUTELY FABULOUS,
Designer.
London (UK), Nov 2015 – Jan 2016.

Task: Being able to produce industry level analytical research and making a dress for a scene of the movie directed by Mandie Fletcher and written by Jennifer Saunders. The dress was used in a scene with Joanna Lumley, Jennifer Saunders and Kate Moss.

FOREVER 21,
Shop Assistant.
London (UK), May 2015 – July 2015.

Greeting customers as they enter the store. Being involved in stock control and management; Assisting shoppers to find the goods and products they were looking for. Stocking shelves with merchandise, answering queries from customers. Being able to report discrepancies and problems to the supervisor, advising clients. Keeping the store tidy and clean.

LONDON GRADUATE FASHION WEEK,
Backstage Dresser.
London (UK), May 2015–May 2015.

Assisting models dress and undress during the catwalk by being quick, efficient, extremely organised and tidy. Being able to be part of a team and able to work under pressure by improving my communication skills and time management.

STELLA LUNA COMPANY,
Designer.
Padua (IT), July 2014–Aug 2015.

Stage: Duties included helping shoes and jewelry designers to create new models by being part of a team.

ARFANGO COMPANY,
Designer.
Florence (IT), Sept 2012–Sep 2012.

Stage: Shoes design and production.

Education and Training

UNIVERSITY OF EAST LONDON (UEL),
London (UK).
Sept 2014 – Sept 2017.

BA Hons Degree, Fashion Design, Full-time.
Fashion show.
Dissertation: Colour in Fashion Design, Marketing & Promotion.
Date of Completion: 09/2017.

WEST LONDON COLLEGE (WLC),
London (UK).
Sept 2013 – June 2014.

Foundation Diploma in fashion Design,
University of the Arts London Awarding Body, (UAL) Level 4 Diploma in art and design - Foundation studies (QFC).
Date of Completion: 06/2014.

**TAUNTON SCHOOL
INTERNATIONAL,**
Taunton, Somerset (UK),

Sept 2011 – June 2013.

IB Bilingual Diploma Program (International Baccalaureate),
Subjects: English, Geography (ENG), Italian A: Literature, Design &
Technology (ENG), Spanish AB, Mathematics (ENG).

-Theory of Knowledge.

-Extended Essay (ENG).

-CAS (Creativity-Action-Service).

Date of Completion: 06/2013.

Languages and Computer skills

Languages:

- English
- Italian
- Spanish
- French

Computer skills:

- Microsoft Office tools (Word, Excel, Power Point): Proficient.
- Outlook Express, Internet Explorer, Mozilla/Firefox: Proficient.
- Mac system: Proficient.
- Windows system: Proficient.

Interests

Sports:

Swimming, golf, dance and gym.

Others:

Designing, photography, travelling, cooking.

-References available upon request

In compliance with the Italian Legislative Decree no. 196 dated 30/06/2003, I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I confirm to be informed of my rights in accordance to art. 7 of the above mentioned decree.