

# Emily Red

Phone: 123456789

Email: mail@mail.com

Address: 123 Main Street, Milan, Italy



## **Professional Summary:**

Organized and efficient assistant with experience in providing administrative and operational support. Skilled in managing schedules, communications, and office tasks.

## **Education:**

Bachelor of Arts in Business Administration, University of Milan, 2018

## **Work Experience:**

Administrative Assistant

Association for Women Victims of Violence, Milan, Italy

October 2018 - Present

- Provides administrative support to the team.
- Manages schedules, correspondence, and office supplies.
- Assists with event planning and coordination.

Office Assistant

Community Health Center, Milan, Italy

July 2016 - September 2018

- Supported office operations and administrative tasks.
- Handled client communications and managed records.
- Assisted with organizing meetings and events.

**Skills:**

Administrative Support

Scheduling

Communication

Event Coordination

Office Management

**Certifications:**

Certified Administrative Professional, 2019

**Languages:**

Italian (Native), English (Fluent)