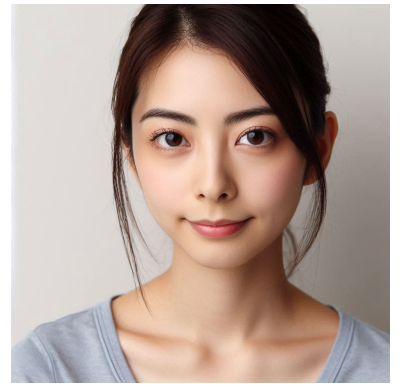


# Eva Jhonson

Phone: 123456789

Email: mail@mail.com

Address: 123 Main Street, Milan, Italy



## **Professional Summary:**

Efficient administrator with a strong background in office management and administrative support. Dedicated to enhancing organizational efficiency and providing top-notch support to team members and clients.

## **Education:**

Bachelor of Business Administration, University of Milan, 2014

## **Work Experience:**

Office Administrator

Association for Women Victims of Violence, Milan, Italy

April 2016 - Present

- Manages office operations and administrative tasks.
- Supports the team with scheduling, documentation, and communications.
- Coordinates with external partners and service providers.

Administrative Assistant

Community Support Center, Milan, Italy

June 2014 - March 2016

- Assisted with daily office operations and client support.
- Managed client records and handled correspondence.

- Organized events and meetings.

**Skills:**

Office Management

Administrative Support

Scheduling and Coordination

Client Relations

Document Management

**Certifications:**

Certified Office Administrator, 2015

**Languages:**

Italian (Native), English (Fluent)