

Melody Doremi

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Professional Summary:

Organized and detail-oriented administrator with experience in managing office tasks and providing administrative support. Committed to ensuring smooth office operations and effective communication within the team.

Education:

Bachelor of Arts in Communication, University of Milan, 2013

Work Experience:

Office Administrator

Association for Women Victims of Violence, Milan, Italy

May 2017 - Present

- Oversees daily administrative tasks and office operations.
- Provides support with scheduling, communications, and documentation.
- Coordinates events and manages office supplies.

Administrative Coordinator

Youth Support Services, Milan, Italy

August 2013 - April 2017

- Coordinated administrative functions and supported team members.
- Handled client communications and managed records.

- Assisted with program planning and execution.

Skills:

Administrative Management

Communication

Scheduling and Planning

Event Coordination

Record Keeping

Certifications:

Certified Administrative Professional, 2014

Languages:

Italian (Native), English (Fluent)