ADMINISTRATIVE STAFF

ARIANA DOMINGO

CONTACT INFORMATION

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⊘ Italy

SKILLS

• Organizational Leadership and Management.

- Enterprise Resource Planning.
- Microsoft Office Proficiency.
- Problem-Solving and Critical Thinking.
- Time Management.
- Attention to detail.

LANGUAGES

Spanish | Native

English | Advanced

Italian | Intermediate

PROFILE

Business administration with 4 years of experience in different positions and different countries around the world. Hard working woman and fast learner in new fields in order to constantly grow personally and professionally.

WORK EXPERIENCE

• RECEPTIONIST Santa Isabel August 2024 - Present

• RECEPTIONIST Maritalia April 2024 - August 2024

ADMINISTRATIVE MANAGER
Osuna Company
January 2024 - March 2024

RECEPTIONIST
Tilbury Hotel
June 2023 - December 2023

• PERSONALE ADMINISTRATIVE Osuna Company Novembre 2018 - Aprile 2021

EDUCATION

• Bachelor's degree in business administration. 2018 - 2022

• Foundations of project management. 2020 - 2021

• Higher technician in business administration. 2016 - 2018