

# ARIANNA VANIN

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[ariavan12@gmail.com](mailto:ariavan12@gmail.com)

Date of birth: 12/11/1989

Mobile: 0742 9124001

Address: 7 Greenhills Terrace, N13 QD, London

Experienced Executive and Personal Assistant with a demonstrated history of working in the leisure, travel & tourism industry. Strong in Communication & Languages, Administration and High Stress Management. Great adaptability to different kinds of working conditions.

## *Languages*

**Italian**  
Native

**English**  
Fluent

**French**  
Fluent

**Spanish**  
Fluent

**Russian**  
Good notions

**Portuguese**  
Good notions

## *Skills*

Multitasking,  
excellent attitude  
towards teamwork.

Highly capable of  
learning new tasks in  
a short delay,  
problem solving  
under stressful  
conditions, organizing  
and prioritizing.

## *Professional experience*

- **June 2018 – September 2020: Executive Assistant to Chairman then Private Clients Chairman Liaison**

[SILVERSEA S.A.M / ABERCROMBIE & KENT UK](#)

[www.silversea.com](http://www.silversea.com) / [www.abercrombiekent.co.uk](http://www.abercrombiekent.co.uk)

Daily planning for business and private trips and meetings.

Settling of an extremely complex agenda, call routing, business and private mail and email management.

Creating presentations, reports, editing and maintaining contact list.

Support to finance and accounting offices.

In charge of organizing the owner's personal and business holidays working within the most exclusive department of A&K - the Chairman's Club - taking care of VIP vacations.

- **January 2017 – March 2018: Administrative and Executive Assistant**

[MERIDIAM S.A.S.](#)

[www.meridiam.com](http://www.meridiam.com)

Handling daily agenda and complex monthly plan, call routing, business trips organization, ad hoc requests for the Business Development Director.

Office management & events organization.

Business trips planning and reservation, for the associates.

Bills of expenses processing and support to accounting office.

Editing and reorganizing paralegal documents (registers and reports, books, notarial certificates, archives).

General administrative support.

Experience in dealing with all levels of seniority, across different sectors & countries.

### *IT Skills*

Full working proficiency on both Windows and Mac systems.

Hardware and software managing good notions.

### *Hobbies*

I love reading fantasy novels and travelling. Always on the first line for Animal Welfare & Environment – volunteer & donor. I can play the piano and enjoy biking.

- **April – December 2016: Front Desk Officer**  
DISNEYLAND RESORT PARIS  
[www.disneylandparis.fr](http://www.disneylandparis.fr)  
Taking care of guest support operations, dealing with them face to face: booking of restaurants and guided tours, tickets selling.  
Complaint processing and monitoring.
- **April – December 2015: Administrative Assistant and Event Manager Support**  
CREA-CIE for MEXICAN PAVILION – EXPO 2015  
[www.crea-mexico.com](http://www.crea-mexico.com) / [www.expo2015.org](http://www.expo2015.org)  
Supporting the main Mexico City main office in filing all suppliers and services related documentation to be examined by official government auditors.  
VIP guests greeting, follow up of admin documents, translations.  
Contacting suppliers to organize ministerial and promotional events in the Pavilion.
- **October 2014 – March 2015: Receptionist**  
DI TANNO & ASSOCIATI Law Office  
[www.ditanno.it](http://www.ditanno.it)
- **April 2009 – September 2014:** other professional experiences available in the **Guest Service area**, not specifically related to this application, but willing to discuss about them further.

### *Education*

- May 2020: **“Dealing with Aggressive/Fearful Behaviours”** online Dog training course by [The Dog Guardian](http://TheDogGuardian.com)
- September 2018: **Excel training**, Silversea internal
- August 2017: **“Restaurant Management 101”** online certificate  
[Universal Class](http://UniversalClass.com)
- April 2017: **“The Art of Small Talk & Winning First Impressions” “Group Dynamics and Communication skills”** workshop  
[Ric Phillips and 3V Communications Lanz Lowen](http://RicPhillipsand3VCommunications.com)
- November 2008 - March 2012: **SSLMIT – Bachelor Degree, Interpreting and Translation**  
[www.sslmit.units.it](http://www.sslmit.units.it)  
University of Trieste - Italy