

ANGELA RICCI

PERSONAL PROFILE

Graduated as a Business Expert and Foreign Language Correspondent (PACLE), I have excellent organizational skills and predisposition to interpersonal relationships, precision, flexibility and order.

PROFESSIONAL EXPERIENCE

PRODUCTION SECRETARY

DueA Film Spa - 1990 - 2024

Production secretary with organizational and managerial tasks for film production based in Rome and USA (Davenport)

ORGANIZING SECRETARIAT

Tmc - Rai 1 - tv 2000 | 1986 - 1993

Organizational secretariat for television broadcasts

SALES ASSISTANT

Zucchini Macchine Automatica Srl | 1983 - 1986

Organization of agendas, appointments, fairs, customer relations for companies in the metalworking sector

FORMATION

J. M. Keynes State Institute of Higher Education

Diploma in Business Expert and Foreign Language Correspondent

| 1978 -1983

PROFESSIONAL SKILLS

- ♦ Organization
- ♦ Schedule and agenda management
- ♦ Excellent interpersonal relationship skills Problem solving
- ♦ Event management
- ♦ Precision



CONTACTS

 +39 339 474 93 41

 angela.ricci4@gmail.com

 Bologna

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REFERENCES

Available on request