



# Ilaria Fagiolo

Trilingual Executive Assistant

Paris, France

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## Links

[LinkedIn](#)

## Languages

ENGLISH

FRENCH

ITALIAN

SPANISH

## About

Quadrilingual speaking, determined and ambitious, able to work under stress, flexible and able to adapt to a multicultural environment. I have excellent relational and communicational skills, able to pick up new systems and procedures quickly. If you would be interested in my skills, please do not hesitate to contact me and I will be happy to answer any questions that you may have related to my experiences.

### BRANDS WORKED WITH

- BUSINESS EVENT
- EURODISNEY ASSOCIES
- GEOS Group
- L Catterton
- Max Mara sas
- MINISTERE DES AFFAIRES ETRANGERS
- Mirakl
- Novamont
- Réfectiv Window Films
- Starwood Hotels & Resorts Worldwide, Inc.
- Terre Blanche Hôtel Spa/ La Bastide de Gordes/ Aman Mélézin/ Château de la Chèvre d'Or

## Experience



### Customer Success Assistant

Mirakl | May 2021 - Jun 2023

Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters. Coordinating travel arrangements for EVPs and other CS team members. Providing administrative assistance including expense management for EVPs. Performing event organization such as Global Customer Success kick off and Global Sales Kick off meetings ( more than 200 people), Management Team offsite. Putting in place a consistent cadence of executive meetings with top Customer. Working closely with the CS Project Management Officer on selected cross-functional projects



### Bilingual Executive Assistant

Novamont | Oct 2020 - Feb 2021

Liaise with the Italian headquarter to manage the sales and accountancy tasks for French customers. Liaise with the accountant for Invoices payment. Assistance to the General Manager ( presentations, agenda, organizing travels



### Executive Project Assistant

GEOS Group | Nov 2018 - Oct 2020

Planning management (90 people). Book transport and accomodation for overseas employees (over 200 people). Managing Visa process for employees. Resolve correspondence, complaints and queries. Liaise with staff and clients. Keep updated employees records. Oversee the accounting, costing and billing. Availability 24/7



### Export Assistant

Réfectiv Window Films | May 2018 - Oct 2018

Contacting potential clients/prospect. Competitors' analysis in Italy. Organizing the Company participation in International fairs (logistic aspects and budget control). Oversee shipments to foreign countries

- **Seasonal Réceptionnist / Night Audit**

Terre Blanche Hôtel Spa/ La Bastide de Gordes/ Aman Mélézin/ Château de la Chèvre d'Or | Mar 2015 - Oct 2017

To manage the front desk during night shifts and being responsible for billing invoices checking

Customer service to an international demanding clients. promote and increase hotel services

- **Event sales trainee**

Starwood Hotels & Resorts Worldwide, Inc. | May 2014 - Oct 2014

Reservations of meetings, answering queries from international customers, organising conferences.

- **Front Office Assistant**

BUSINESS EVENT | Sep 2013 - Apr 2014

Answering calls, assisting with administrative and logistical tasks such as organising meetings, compiling information and documentation, preparing report and answering queries.

- **Sales Assistant**

Max Mara sas | Sep 2012 - Jul 2013

Sales and assistance to customers

- **Sales Assistant**

EURODISNEY ASSOCIES | Apr 2011 - Jul 2012

SALES, ASSISTANCE TO GUESTS AND CASH HANDLING

- **INTERNS**

MINISTERE DES AFFAIRES ETRANGERS | Dec 2010 - Apr 2011

Assisting the Head of the Italian delegation for Antarctic. Organising the missions of the Italian delegation to international meetings. Assisting with administrative and logistical tasks, such as organising meetings, compiling information and documentation, preparing report and answering queries.

- **Executive Assistant**

L Catterton | Jul 2023 - Now

Mission: Executive Assistant Managing Partner Real Estate

Managing complex agenda, meeting organization with the team and clients based in London, New York, Montréal, and Tokyo.

Coordinating travel arrangements for the Managing Partner and his team of 3 people

Admin tasks like expenses, liaising with the accountant team, preparing PPT presentations.

## Education & Training

2008 - 2010 ● **Sapienza Università di Roma**

Master's degree,

2002 - 2010 ● **Sapienza Università di Roma**

Bachelor's degree,