

# Emanuela Corazzi – Executive Assistant

Emanuela Corazzi

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## SUMMARY

- Excellent expertise as Executive and Personal Assistant in providing comprehensive, reliable and entrusted support to High Executives directly, especially in private firms and international organizations, managing complex and high volume of travel and calendar schedules, orchestrating daily administration duties, and project coordination efficiently, included and not limited to operations across multiple time zones and locations. Organization of business missions across and outside of the EU (including reservations of hotels, booking of travel ticket, organizing the agenda for the meetings and appointments, preparation of the necessary documentation, presentations and marketing material for participation to events in the business sector). Extensive experience in formulating internal reporting: accomplishment of administrative tasks, ensuring monitoring of expenses through a careful review of budgetary issues, accounting and internal related administrative functions capturing timelines and strategies and delivering progress updates.
- Extensive experience in coordinating appointments, meetings, conferences, and events, delivering seamless logistics and execution. High profile standards in ensuring proper hospitality support: from relationship with providers of external services (booking of premises, catering, travel and transfers, visa application and coordination, production of marketing materials and others), engaging in organizing ad hoc programmes for special participants or events on demand. Securing a proper follow-up during and after all events, including preparation, reviewing and distribution of background documents, programme, presentations, reports and minutes. Established effectiveness in administrative support and office management: demonstrated telephone etiquette skills as receptionist, relationships with external suppliers of services necessary to ensure a smooth and high level of assistance to the office' team (maintenance of office equipment, liaising with catering providers, cleaning retailers, couriers, controlling security of building facilities and others), showcasing strong organizational skills.
- Proven track record in day-to-day meeting coordination for teams, ensuring smooth operations and effective communication. Ensure effective coordination and collaboration with portfolio companies as needed. Acquired outstanding proficiency in assistance and support to Executive Assistants and team members, to deliver top-notch support and maintain smooth business operations, securing accomplishment of administrative tasks, securing broader administrative support of the local team and office management high level assistance.
- Superior written and verbal communication skills in English, as evidenced by bilingual proficiency, and professional knowledge of French as proven by a solid experience in multinational environments.
- Perfect command of all Microsoft Suite: Excel, Word, PowerPoint and especially Outlook (as well as integrated solutions to manage budgetary and organizational issues, such as SAP, CRM systems, and project management software, like MS Project), ensuring adeptness in handling administrative tasks and coordinating projects effectively.
- Showcased proactive attitude to work autonomously as a team player, anticipating needs, with service-oriented mind-set, strong time management, organizational and excellent analytical skills and the capability to handle confidential information discreetly. Flexible, adaptable, and proactive, with a purpose driven attitude and commitment to delivering tasks on time and within budget, exhibiting a strongly motivated and enthusiastic approach to challenges, and commitment to excellence to a forward-thinking company.

## AREAS OF EXPERTISE

- Senior-Level Executive Assistance | Corporate Personal Assistance | Project & Program Management | Communications and External Relations

## PROFESSIONAL EXPERIENCE

### European Investment Bank (EIB)

June 2022 to 31/12/2023

The European Investment Bank is the lending arm of the European Union. It is the biggest multilateral financial institution in the world and one of the largest providers of climate finance. [www.eib.org](http://www.eib.org)

SENIOR/PRINCIPAL OPERATIONAL ASSISTANT- EIB, Luxembourg

- Provided comprehensive operational support to both Advisory and Blending units in EIB/GLO.
- Drafting of Cooperation and Grant Agreements and follow up on signatures as well as reporting and other deadlines, ensuring timely reminders and smooth exchanges with counterparts.
- Provided a supporting role to the advisory experts in each of the Units on the drafting of blended finance applications.
- Initiated improvements of operational processes and procedures and participates in the optimization of working methods.
- Pro-actively contribute to the maintenance/update and quality control of the databases in particular in the ASAPP database and the respective units' GED folders.
- This entails timely and accurate filing reporting and system updates as well as compiling business plan reports and statistics.
- Assisted on the production of both regular and ad hoc portfolio reports and compile financial and other information, according to needs and deadlines.

### NEAM S.A. (Nord Est Asset Management S.A.)

January 2022 to June 2022

A Luxembourg management company, expression of the Italian Cooperative Credit Banks. It is the management company of NEF, a UCITS Umbrella Fund with 18 sub-funds.

SENIOR EXECUTIVE ASSISTANT / OFFICE MANAGER - © NEAM S.A. - 5, Allée Scheffer L-2520, Luxembourg

- Assisted the President/CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence.
- Communicated with the general staff on the President/CEO's behalf and coordinates logistics with high-level meetings both internally and externally.
- Communicated directly and on behalf of the President/CEO with Board members, donors, foundation staff, and others on matters related to programmatic initiatives as directed.

### MILTENYI BIOTEC SRL – Bologna, Italy - [www.miltenyibiotec.com](http://www.miltenyibiotec.com)

January 2020 to January 2022

*Empowering cell research. Enabling cell therapy.*

EXECUTIVE ASSISTANT / OFFICE MANAGER

- Provided senior executive-level support to the President / Managing Director / CEO and Management of company.

- Key liaison among staff members and between the CEO and external partners.
- Contributed to and lead special projects across various areas of the organization.

**INNOVIBE D.D.O.** – Italy & Slovenia – [www.innovibe.eu](http://www.innovibe.eu)

**2016 - 2019**

*Multimedia communication, publishing, press office*

**CO-FOUNDER / OPERATION MANAGER**

- As a Co-Founder, conceived, created and launched a company specialised in editorial services, communications, publishing and press office with focus on the international dissemination of multimedia projects in the field of innovation in science and technology.
- Editor in Chief for the paper magazine InnoVibe (creation of articles and content, magazine design, budget management, distribution, communication), with responsibility on the team.

**CRIT RESEARCH SRL** – Vignola (MO), Italy – [www.crit-research.it](http://www.crit-research.it)

**2014- 2017**

*Innovation hub*

**OPERATIONAL ASSISTANT TO THE PRESIDENT & CEO / PROJECT AND COMMUNICATION MANAGER**

- Charged with providing operational support to the Top Management, and allowed to represent the organisation at national and international meetings with universities, European Commission, government agencies and multinational companies.
- Also responsible for the supervision and governance of communications, external relations, and project management: drafting of the project proposal, management of partnerships, reporting, and participation in events (full project life-cycle design).
- Involved in innovation and technology scouting, documentary research on intellectual property and patents, market analysis.

**CONFINDUSTRIA EMILIA-ROMAGNA | CERR Confindustria Emilia-Romagna Ricerca** – Bologna, Italy – [www.cerr.eu](http://www.cerr.eu)

**2013 - 2014**

*Centre for innovation and technology transfer*

**EXECUTIVE ASSISTANT / PROJECT AND COMMUNICATIONS MANAGER**

- As Executive Assistant and Communications Manager, in charge of planning and organising the Centre's core activities, planning and organising events, setting up awareness-raising and fund-raising programmes and campaigns within institutions, companies, local authorities, national, European and international institutions (including B2B, R2B, inter-company training).
- As Project Manager, responsible for the life cycle of complex research and innovation projects, from the formulation and drafting, to the monitoring and preparation of documents for periodical meetings and final reports.

**ICS-UNIDO | United Nations Industrial Development Organization** – Italy & Austria – [www.unido.org](http://www.unido.org)

**1999 - 2012**

*Specialised agency of the United Nations fostering economic and industrial development of Developing Countries*

**EXECUTIVE ASSISTANT / PROGRAMME OFFICER** from 2006 to 2012

**EXECUTIVE ASSISTANT / JUNIOR PROJECT OFFICER (JPO)** from 1999 to 2006

- Management and coordination of external relations activities and operational assistance to the Director General.
- Involved in the formulation, development and implementation of the Centre's projects.
- Extensive experience in showing teamwork skills: take initiative and volunteer for tasks that require working with others, especially across different departments or units, sharing constructive feedback with teammates and ask for their input on work carried out by the unit.
- Problem-solving and proactive attitude involving identifying issues, brainstorming solutions, implementing actions, and evaluating results to accomplish assigned results as requested.

#### **Additional experience:**

**BRANDEIS UNIVERSITY** in the role of **RESEARCHER / LABORATORY ASSISTANT** – Boston, US – [www.brandeis.edu](http://www.brandeis.edu)

**"LA SAPIENZA" UNIVERSITY** in the role of **UNIVERSITY ASSISTANT** – Rome, Italy – [www.uniroma1.it](http://www.uniroma1.it)

**INTERNATIONAL CONGRESSES SRL** in the role of **EVENTS PLANNER / ORGANIZER** – Rome, Italy

### **EDUCATION AND TRAINING**

2020	<b>MASTER IN INTERNATIONAL EXPORT MANAGEMENT</b> <i>ICE Italian Trade Agency, Rome, Italy</i>	
	Focus on marketing, intellectual property and patents, international contracts, trade and customs technology, export innovation	
2013	<b>MASTER IN EXECUTIVE PROJECT MANAGEMENT</b> <i>Europe Cube Innovation School, Rome, Italy</i>	
1997	<b>DEGREE IN CHEMISTRY</b> <i>"La Sapienza" University, Rome, Italy</i>	grade <b>110/110</b>
1987	<b>HIGH SCHOOL DIPLOMA IN SCIENTIFIC STUDIES</b> <i>"G. Piazzi" High School, Rome, Italy</i>	grade <b>54/60</b>

#### *Recent training:*

2021	<b>BECOME A MARKETING MANAGER</b> - <i>Certificate earned</i>
2021	<b>BECOME A PROJECT COORDINATOR</b> - <i>Certificate earned</i>
2020	<b>ADVANCED BUSINESS DEVELOPMENT: COMMUNICATION AND NEGOTIATION</b> <i>Aimee Reese</i>
2020	<b>TRAINING TIPS</b> <i>Mike Chris Mattia - Educator specializing in LMS and ed tech</i>
2020	<b>MULTINATIONAL COMMUNICATION IN THE WORKPLACE</b> <i>Certificate earned</i>

### **LANGUAGE SKILLS**

<b>ITALIAN</b>	MOTHER TONGUE	
<b>ENGLISH</b>	BILINGUAL daughter of a native English mother	Obtained TEFL certification for teaching English to non-native speakers
<b>FRENCH</b>	PROFESSIONAL, read, written and spoken	Working Knowledge
<b>SPANISH</b>	INTERMEDIATE read, written and spoken	Working Knowledge
<b>HEBREW</b>	ADVANCED, read, written and spoken	Working Knowledge - Professional proficiency
<b>ARABIC</b>	BASIC, read, written and spoken	Certification of basic competence in Arabic

### **ADDITIONAL INFORMATION**

<b>OFFICE AUTOMATION</b>	Microsoft Office Suite
<b>PROJECT MANAGEMENT</b>	MS Project, Asana, Zoho Projects, HubSpot
<b>CRM SYSTEMS</b>	MS Dynamics, Sap ERP, SAP S/4HANA, Concur, Salesforce
<b>CMS AND SOCIAL MEDIA</b>	WordPress, Joomla, Drupal, Facebook, Twitter, LinkedIn, Instagram

*Emanuela Corazzi*

I hereby authorize the use of my personal data in accordance to the GDPR 679/16 - "European regulation on the protection of personal data"