



Virginia Corlianò Nahi

Experience

November 2023 – present

Executive Assistant • CMCC Foundation

Managing the schedules and communications of key company executives, coordinating travel arrangements, gathering documents to prepare for meetings.

July 2021 – November 2023

Team & Office Assistant • Trans Adriatic Pipeline AG Italia

Coordinate organizational and administrative tasks of office management. Team support, periodic reporting of KPIs and budget, agenda management, contact management, travel organization, general administration. Reception and back-office activities.

Main Skills: Office Administration · SAP Products · KPI Reporting · Company Secretarial Work · Stakeholder Engagement · Interpersonal Communication · Teamwork

April 2015 – June 2021

Community Liaison Coordinator • Trans Adriatic Pipeline AG Italia

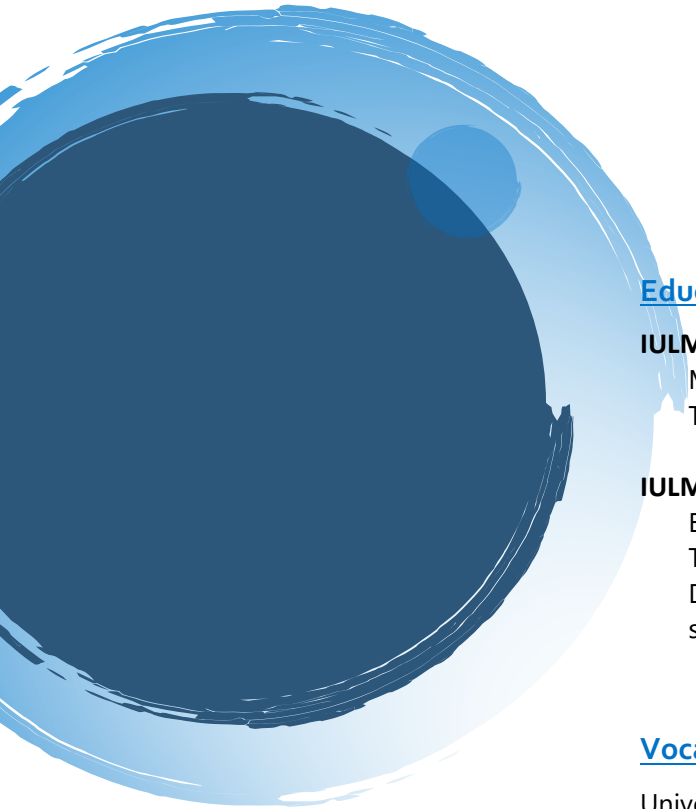
Act as liaison between affected local community and the company. Engage with stakeholder groups. Conduct local public awareness activities through targeted community interaction. Act as a point of contact to receive and report grievances. Provide support to land acquisition and management processes. Planning, executing and monitoring social and environmental investment projects (CSR).

Main Skills: Stakeholder Engagement · Stakeholder Analysis · Stakeholder Mapping · Corporate Social Responsibility · Project Planning · Interpersonal Communication · Teamwork

January 2010 – April 2015

Freelance

Freelance translator. Founder of the Italian branch of a university students' exchange program for internships (IAESTE). Founder of a holiday rental facility.



Education

IULM University - Milan, Italy - 2009

Master's Degree in foreign languages for Interpreting and Translation - English and French. Final rate 110/110 cum laude

IULM University - Milan, Italy - 2007

Bachelor's Degree in foreign languages for Interpreting and Translation – English and French. Final rate 105/110
Double Degree diploma obtained from Université de Savoie; second year spent fully in Chambéry – France.

Vocational Training and HSE Courses

University of Salento – Lecce, Italy – 2014

Vocational training in international trade

ASSRI Chamber of Commerce - Lecce, Italy – 2011

Vocational training to promote the start-up of tourist business.

First Aider certification - 2022

Fire Fighting for high-risk companies certification – 2022

BLS Certification - 2023

Skills

Proficient user of MS Office - SAP Fiori – Proficient User of Teams, Zoom, Blue Jeans and other VC systems - Office management – Project Planning - Teamwork – Interpersonal Communication – Problem Solving

