

Isabelle Girardi

EXECUTIVE ASSISTANT · TRAVEL & LIFESTYLE COORDINATION · ANGLO-ITALIAN

Turin, Italy

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LANGUAGES *Lingue*

Italian

Native. Italian citizen.

English

Native. British citizen.

STATUS

British & Italian citizen

Both passports held.

Right to work

United Kingdom and European Union.

AVAILABILITY

Remote

Across UK (GMT/BST) and Italian (CET) hours.

In person

Anywhere in Italy on a day rate; UK by arrangement.

Rates

£25 per hour, or a monthly plan from £400.

COMPETENCIES *Competenze*

- Diary and inbox management
- Travel booking, end to end
- Itinerary design and documentation
- EN↔IT correspondence and translation
- Supplier and venue liaison
- Meeting preparation and follow-up
- Live event and backstage coordination
- Research and briefing notes
- Reservations and concierge requests
- Expense tracking and reconciliation

Profile *Profilo*

Bilingual executive assistant and travel coordinator, native in both English and Italian and a citizen of both countries. My background is live international events: backstage and on-stage coordination for **Davines** across Rome, Milan, Cervia, Berlin and Valencia, which is logistics run against a clock that does not stop, in two languages at once. Fast and precise with arrangements, correspondence and people, and comfortable acting as the single point of contact between British and Italian parties who each expect to be dealt with on their own terms.

Experience *Esperienze*

Event Coordination Assistant

Multiple seasons

Davines · Rome, Milan, Cervia, Berlin, Valencia

- Coordinated models backstage and on stage across a series of international shows, including the **World Wide Hair Tour** in Berlin (2024) and Valencia (2026).
- Held constant headset contact with production throughout live running order, absorbing and executing changes to sequence and schedule without interrupting the show.
- Relayed and translated instruction between Italian and English speakers in real time, working alongside international crews.

Front of House

Jun to Sep 2026
+ Saturdays

BarCinque · Ivrea, Piedmont

- Full summer season on fixed weekday shifts in a high-volume bar, with continuous public contact.
- Service, till and float management, guest welcome and resolution of complaints at the counter.
- Held the fixed Saturday shift consistently alongside university commitments across the academic year.

Additional experience

Ongoing

Bar Roma, Ivrea centro · Private families, Piedmont

- Bar service through the town's festival weeks, holding speed and quality when volume rises sharply against a fixed headcount.
- Trusted, unsupervised responsibility for children inside family homes, arranged directly with the families.

Education *Formazione*

Economics, University of Turin

Undergraduate, in progress, alongside continuous part-time work.