

MARIA RUBBO

EVENTS & COMMUNICATIONS

CONTACT

+39 348 682 1355
mariarubbo.02@gmail.com
Milan, Italy

KEY SKILLS

- Event logistics & on-site coordination
- Organising secretariat
- Supplier management
- Staff coordination
- Guest & stakeholder relations

STRENGTHS

- Organisation & planning
- Problem solving
- Calm under pressure

TOOLS

- MS Office
- Google Workspace
- Gantt / project planning

LANGUAGES

Italian – native
English – advanced (C1)
Spanish – intermediate (B1/B2)

PROFILE

Events professional with hands-on experience in the planning, coordination and on-site delivery of corporate and university events. Strong in organising secretariat, supplier management and logistics. Currently completing an MA in communication for cultural and institutional events.

EXPERIENCE

Events Assistant
Oct 2025 – Aug 2026
Hidden Door S.r.l., Milan

- Ran the organising secretariat: schedules, contracts and event documentation.
- Liaised with suppliers and key stakeholders before and during events.
- Led front desk and helpdesk, first point of contact for visitors on site.

Event Specialist
Nov 2023 – Oct 2025
JEITALY – Junior Enterprises Italy

- Planned and delivered national events for the Italian Junior Enterprise network.
- Previously Community Manager, Alumni Department (2023/2024).

International Manager
2021 – 2024
JEMSA Consulting – LUMSA University, Rome

- Managed relations with international Junior Enterprises and cross-border initiatives.
- Deputy Project Manager, “Fare Impresa” event: planning, speakers and suppliers.
- Deputy HR Manager (2022/2023).

Italian Language Teacher
Feb – Jun 2024
Univerzita Palackého, Olomouc (CZ)

EDUCATION

MA Communication for Business & Media
2024 – 2026
Università Cattolica del Sacro Cuore, Milan

- Specialisation: communication for cultural events, institutions and territory.

BA Business Communication, Marketing & Digital Media
2021 – 2024
LUMSA University, Rome

Erasmus Exchange
2024
Univerzita Palackého, Olomouc (CZ)

I authorise the processing of my personal data in accordance with Italian Legislative Decree 196/2003 and EU Regulation 2016/679 (GDPR).