

# VALENTINA WURTH

LEGAL SECRETARY



## EXPERIENCE

### Bottega Language School

English Language Program Manager

2014-2020

- Managing English courses at language center as well as public schools all over Florence.
- Preparing grant documents for government-assistant language lessons.
- Performing market research for academic courses and making presentations for association.
- Balancing a yearly budget, ordering supplies and books.
- Teaching advanced English courses.
- Translating works from Italian or Spanish to English.

### The Florentine

Writer/Translator

2013 - 2014

- Writing articles and essays for the biggest English newspaper in Tuscany.
- Translating works from Italian to English.
- Answering phone calls, emails and attending events and writing reports on them.

### Gurkha Cigars International

Administrative Assistant/ Customer Service Rep.

2013-2014

- Communicating with customers, providing information about products, entering orders and dealing with complaints.
- Keeping records of customer transactions, recording details of inquiries, complaints, or comments.

### Florida State University

Administrative Assistant


2010 - 2012

- Answering phone calls, taking messages and scheduling appointments.
- Performing administrative support tasks.

## CONTACT

 (561) 843 - 1097

 valentina.wurth@gmail.com

 9733 Arbor Oaks Ln  
APT 304  
Boca Raton, FL 33428

## EDUCATION

2009 - 2013

### Florida State University

B.A. in English with

concentration in creative writing; minor in political science

Completed one-year study abroad program in Florence  
Graduated magna cum laude

## LANGUAGES

- Spanish (spoken & written)
- Italian (spoken & written)

## SKILLS

- Administrative support
- Microsoft Office
- Scheduling
- Legal support
- Date Entry