



# Serena Sacchi

## Secretary

Serena got a diploma at the International Academy of Foreign Languages in Florence in 1990.

Serena is a qualified secretary with over ten years of secretarial work experience and has a proven ability to handle and manage office environment. She has always been in charge of providing support and assistance to management teams in different professional situations and various fields.

Serena worked for two years as a secretary for a limited company operating in the field of Microelectronic. The tasks she carried out were: supporting the engineer's staff in translating documents, preparing and organizing materials for transnational meetings and conferences, travel arrangements and expenses reports.



Serena also had a four years work experience in an IT company in Florence and Rome, where she acquired a depth knowledge of Microsoft Office suites and gained relevant experience in software applications such as the Adobe suite, working on both PC and Mac.

At Pixel, Serena provides secretarial support and assistance to all in-service staff.

Serena is in charge of: all of the front office activities; the practical organization of the education and training initiatives; the first contacts with project managers, experts, trainers, trainees cooperating with Pixel.

Serena is also in charge of keeping the agenda, managing contacts with the main suppliers and organizing everything concerned with office activities.