



Maria Laura La Face

Administrative & Document Officer

Role

Coordinates administrative support and back-office procedures for Immoveo projects. Manages direct relationships with notary offices throughout the preparation and supervision of real estate transactions, while overseeing invoice verification and the administrative and documentary monitoring of construction project progress. Ensures an organised and reliable interface between clients, suppliers and the operational team, delivering accuracy and efficiency across all administrative processes.

Key skills

Administrative Support & Document Control	Management of relationships with notaries for property transactions, verification of incoming and outgoing invoices, and administrative monitoring of construction project progress.
Front Office & Office Organisation	Excellent interpersonal skills, communication management, diary coordination and ongoing customer support.
Operational & Logistics Support	Previous experience in operational coordination, cash handling, inventory management and business reporting for senior management.
IT & Multilingual Skills	Advanced proficiency in Microsoft Office, database management and rapid adoption of business software applications. Fully operational in international environments (English C1, French B2).

Education & Certifications

Education	European Classical High School Diploma – ESABAC, Vittorio Emanuele II National Boarding School, Rome (Grade: 92/100). Previous two-year studies in Information Technology.
Language skills	English (C1 Advanced), French (B2 Intermediate), Italian (Native).

Previous Professional Experience

Company	Position	Responsibilities
Ristorante Gran Deroma	Reception, Front Office & Cashier Assistant	Independently managed front office operations and customer flow. Handled cash transactions, payments and end-of-shift cash reconciliation.
Poke SunRice	Operations Supervisor & Store Manager	Coordinated, trained and supported store staff. Used company management platforms to prepare reports for head office. Managed warehouse administration, inventory and the resolution of day-to-day operational issues.
Poke SunRice	Cashier & Customer Service Assistant	Managed front-line customer service in a high-volume environment. Performed multitasking activities, cash operations and end-of-day fiscal closing procedures.
Updated: june 2026		