

CV SOFIA GONZALEZ

Nationality: Italian

Born on 16th May 1998 (SO) – Italy

Living in Milan

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SKILLS

Skilled in delivering exceptional customer service, managing front desk operations, with experience in assisting international clients and stakeholders. Strong administrative and problem-solving skills, with a proactive and adaptable approach to multitasking. Highly organised with the ability to remain calm under pressure, managing competing priorities, and meet tight deadlines in fast-paced environments. Quick to learn and eager to develop new skills. Strong interest in marketing, psychology, and contemporary art market(s).

EDUCATION

2023 - 2026 NABA, Nuova Accademia di Belle Arti, Milan

MASTER OF ARTS IN VISUAL ARTS AND CURATORIAL STUDIES

With a grade of 110 (out of 110)

2019 - 2023 University Of Padua

BACHELOR OF VISUAL AND PERFORMING ARTS (DAMS)

WORK EXPERIENCES

TRAVEL COORDINATOR – WEROAD

08.2023-ONGOING (Casual work)

Lead groups of travellers eager to discover new destinations and diverse cultures worldwide. Manage RSVPs, monitor event and travel budgets, ensure timely payments and maintain relationships with external travel agencies.

PROJECT MANAGER – CAIRO EDITORE SPA, MILAN

06.2025-10.2025

Defined budgets and content strategies for digital channels and communications. Managed organizational and administrative tasks. Provided support to artists, exhibition designers, jury member and the editorial team of the monthly magazine *Arte*.

CO-CURATOR – SOCIETÀ UMANITARIA, MILAN

07.2025

Assisted in exhibition planning and organization. Collaborated on curatorial research and concept development. Helped artists with installation and coordination. Contributed to exhibition documentation and visitor materials.

CO-CURATOR – FABBRICA DEL VAPORE, MILAN

05.2025

Designed the exhibition catalogue and accompanying texts. Assisted artists during exhibitions, and supported the installation and the deinstallation of artworks.

INTERNSHIP – MIA PHOTO FAIR BNP PARIBAS, MILAN

03.2025

Greeted visitors and collectors, scheduled appointments, provided assistance at exhibition booths, supported gallerists.

COMPETENCES

●●●●●●●●	MICROSOFT 365
●●●●●○○○	CAPCUT
●●●●●○○○	CANVA
●●●●○○○○	INDESIGN
●●●○○○○○	ILLUSTRATOR
●●●○○○○○	PHOTOSHOP

LANGUAGES

●●●●●●●●	ITALIAN
●●●●●●○○	ENGLISH
●●●○○○○○	SPANISH
●●○○○○○○	FRENCH

CULTURAL MEDIATOR – TRIENNALE MUSEUM, MILAN

10.2023-01.2024

Led 30-minute "ASK ME" tours, attended curator trainings and meetings, supervised galleries, and managed ticketing operations, and conducted research on catalogues raisonnés and archival materials.

SOCIAL MEDIA MANAGER – FANTALICA APS, PADUA

03.2021-01.2022

Responsible for setting content strategy and driving engagement on the company's social platforms. Drafted press releases, led guided tours and photographed cultural events. Maintained continuous dialogue with my tutor regarding tasks and acquired skills.

CUSTOMER CARE SPECIALIST – AIRBNB, BARCELONA

04.2019-08.2019

Identified customer needs and ensured regular communication between all departments. Provided multilingual assistance (Italian, English, Spanish) via chat, email and phone.

CUSTOMER SERVICE REPRESENTATIVE – CISCO, BELFAST

04.2018-04.2019

Handled high volumes of calls and emails, assessed customer needs to ensure satisfaction, and played a key role in liaising between customers and engineers.

AU PAIR – HOST FAMILY, CORK

10.2017-04.2018

Took care of two children aged 10 and 4, managed daily chores, and school picks-up.