



# MALENA LIZARRAGA

## STUDENT

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## RELEVANT SKILLS

- Data entry
- e-commerce
- community manager
- Linux
- Network
- Quality Customer Service
- excel
- word
- Office 365
- Outlook

## WORK EXPERIENCE

### Customer service in sales

Eva Peron Grand Bourg Fair (2021)

Provide my Customer Support

Troubleshooting

Store Manager

### Moza gastronomy

Gatonomia moza Nordelta

Disconnect (2022)

Gastronomic customer service.

Troubleshooting. Teamwork

### English tutor

Alliance International Academy. (2022)

Plan and correct lessons, assignments, and exams.

Tutor students at all levels

### Wing Assistant

complete administrative tasks (2022)

Data entry

Email management

schedule calendar

E-file documents with Court

Translate the rest of the Intake Forms

## EDUCATION HISTORY



### Bachelor of Business Administration

Institution: De General Sarmiento  
University

Year of Graduation: 2026

## CERTIFICATIONS



### English Cambridge certification

Institution: Cambridge 2021



### Web development

Institution: Coder House 2022