





MALENA LIZARRAGA

VIRTUAL ASSISTANT

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RELEVANT SKILLS

- Quality Customer Service
- Excel-Word-Office 365-Outlook
- Digital Marketing
- HubSpot
- Adobe
- Managing google calendar
- Email management (email etiquette)
- Google suites
- Canva
- Trello
- Leads Generation
- Web research
- Monday.com
- ClickUp
- Asana
- Minutes of a meeting

PROFILE

Obtain a position in the company to help and be able to form part of a work team, in addition to allowing the opportunity for personal and professional development.

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-exams-Tutor students at all levels

Wing Assistant

Complete administrative tasks-Data entry-Email management-schedule calendar

EDUCATION HISTORY

Bachelor of Programmer

Institution: De General Sarmiento



University

Year of Graduation: 2026



English Level Advanced

CERTIFICATIONS



Community Manager

Institution: LinkedIn



Web development

Institution: Coder House 2022



Digital Marketing

Institution: UBA