

PROFESSIONAL EXPERIENCE

Content Specialist- HR & Communication

Buenos Aires Government Feb 2019 - Present Argentina

- Co-designed Media plans and weekly Newsletters.
- Trained teams in Team Buildings and organized executive events.
- Created Communication Strategies and Communication action plans for the Government.
- In charge of the KPIs, the job experiences in the Government and achieveing the goals that were nationally planned.
- Responsible of PR: the making of Governor speeches, briefs and organizing official events.

English History Teacher

Martin Buber Nov 2017 - Feb 2019 Argentina

- Taught English to high school students.
- Organized and choose materials and information.
- Provided after- school tutoring for English and Literature students who attended classes and were 1st year to 3rd year students.

HR Director

Junior Chamber International in Buenos Aires Mar 2017 - Jul 2018 Argentina

- Provided training to members and the Executive Board.
- Analized all the organization areas 's information and numbers.
- Organized local and national conferences.
- Recruiting and selecting members and volunteers.
- Created weekly the JCI's newsletter and mailing campaign.

Social Media Analyst

Facebook for Accenture Jun 2016 - Dec 2017 Argentina

- In charge of the quality of the video translations done by other workers.
- Information analyst: users preferences and feed.

Marketing Intern

Wingu Jan 2015 - Jan 2016 Argentina

- Marketing Intern and assistant.
- NPS and statistics.
- Responsible for Customer Experience.

SUMMARY

I am a curious and restless International Relations and HR recent graduate and Adults's Education specialist who is into HR, Business and Communication.

LANGUAGES

Portuguese	Beginner
English	Bilingual
Spanish	Bilingual

SKILLS

Expert

+ Creativity

+ Client servicing

+ Consulting

+ Computer

+ Collaboration

+ Android

+ AIESEC Leadership qualities

+ Adaptability

+ Community Development

+ Project Management

+ Self Awareness

+ Time Management

+ Writing

+ Social Media Management

+ Windows PC usage

+ Negotiation

+ Wix

+ Web Content

+ Wordpress

+ Team Management

+ Critical Thinking

+ Empowerment of others

+ World citizenship

+ Relationship Management

+ Recruiting

+ CVS

+ Language Teaching

+ Leadership

+ HR induction

Talent Management Team Leader

AIESEC Buenos Aires USAL Jun 2014 - Dec 2016 Argentina

In charge of organizing Team days and Team Buildings according to required, planning the Recruiting campaign and strategy and other HR Soft duties including international, national and local events.
I was the responsible for all the local teams performances and the one who have to perceive and detect the gaps inside to help them achieve their goal by themselves. I used to work with all the members and volunteers to create a developing personal plan inside the committee.
I was in charge of membership rates such as retention, satisfaction, number of application's forms, resignations's percentages, etc.

Matching Coordinator (iGCDP)

AIESEC Buenos Aires Feb 2014 - Nov 2014 Argentina

I was in charge of recruiting and selecting volunteers from abroad so that they can volunteer in a Buenos Aires NGO. Also, before matching their profiles with the opportunities, I was in charge of leading a group of members to open those opportunities in order to be able to bring that help from the volunteers abroad to Argentina.
I was the last responsible for all the documentation such as ID, ticket flights and health insurance.
I used to work very closely with the Delivery part of Incoming Global Community Development Program to join in giving the best experience to all the volunteers.
I was in charge of achieving the KPI's and goals planned for the area.

ACADEMIC EXPERIENCE

Universidad de Ciencias Economicas y Sociales Mar 2019 - Jul 2019 Argentina

Business administration, Human Resources, Statistics

Universidad de San Andres Mar 2017 - Dec 2018 Argentina

Education

Capacitarte UBA Mar 2014 - Jul 2014 Argentina

Communication & journalism, Marketing

Universidad Abierta Interamericana Jul 2010 - Jul 2015 Argentina

International relations, Languages

- + Microsoft Powerpoint
- + Microsoft Word
- + Microsoft Excel
- + Media Planning
- + Internet usage
- + Data Analysis
- + Presentation skills
- + Personal skills and knowledge
- + Human Resources
- + Google Drive
- + Foundation
- + Content Management Systems
- + Content Strategy

Advanced

- + Coaching
- + Research
- + Solution Orientation
- + Self-Confidence
- + Handling Pressure
- + Content Marketing
- + Database Administration
- + Professional Skills
- + Problem Solving
- + Mac usage
- + Other Development Tools
- + Organisational Management
- + Driver's licence
- + Facilitation
- + Microsoft Access
- + Blogging
- + Sharepoint
- + HTML
- + Graphics and Design
- + Event Planning
- + Databases

Intermediate

- + Adobe Premiere Pro
- + Adobe Lightroom
- + Adobe Illustrator
- + Public Relations
- + Photoshop
- + Market Research

