

Well- respected, trusted, perfect listener, accomplished public speaker with excellent business and creative writing skills.  
Passionate sales and customer success manager

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sskliarsky@gmail.com

## SKILLS

Communications and good analytical  
Full knowledge Microsoft Office  
Customer Service  
Administrative tasks  
CRM

## LANGUAGES

Spanish- Mother Tongue  
English- Proficiency  
Hebrew- Basic

## EDUCATION

Law School Maimonides University. 2015-2021/ Buenos Aires, Argentina/ University/ Graduated

maintaining prospect databases, and reporting to managers. Working with **CRM**

**2017-2018** Palma Law Office & Notary

Administrative Assistant. Buenos Aires, Argentina.

Procedures in the General Inspection of Justice, Land Registry, College of Public Notaries of Buenos Aires. Certifications. Banking procedures. Customer service. Office tasks.

**2016.** Mosiewicki & Associates.

Legal procurator. Buenos Aires, Argentina. Advocate in the Buenos Aires city 8 province courts - civil and commercial jurisdiction.

**2013-2014** Impulso repuestos Sri.

Administrative Assistant.

Administrative tasks and coordination of management & logistics. Prepared reports and supervised other support staff.

Responsible for all inbound intercompany, and outbound transportation, as well as distribution center operations.

## EXPERIENCE

**2023** Team 3

Security officer-British Embassy

2015 Organización para la continuidad **Israelita (Congregation)**

Administrative employee and Support Stuff. Buenos Aires, Argentina Administrative tasks and office support activities for the

general manager and coordination of management and logistics. Scheduled, canceled, changed appointments, using all scripts PM and EEHR covering multiple phone lines, giving knowledgeable answers to questions and providing recourses to people. Prepared documents for corporate meetings.

**2022** MEMO Global

Inside sales representative. Tel Aviv, Israel.Sales Rep, working with Latin America. Identifying potential customers through direct phone calls, emails, assessing customer needs, closing sales,