



# María del Pilar Arias Santos

Executive Assistant

## EDUCATION

### ENGLISH TEACHER

*I.E.S. en Lenguas Vivas "Sofía Broquen de Spangenberg"*

March 2021 - Dropped out

### COMMUNITY MANAGEMENT

*Centro de Formación Continua del Instituto Nacional Superior del Profesorado Técnico de la Universidad Tecnológica Nacional*

Graduated – March 2022

### FRONT END DEVELOPER

*EIDOS Global – Scholarship provided by Buenos Aires City's government*

June 2020 - Now

## EMPLOYMENT HISTORY

### REAL AGENT HELPER | Virtual Assistant

January 2022 - Present

- Virtual Assistant to Real Estate Agents.

### STERLINGTON, PLLC | Executive Assistant to CEO

Sept. 2020 – June 2022

- Executive Assistant of the founding partner of the company. Coordinator of the Executive Assistant team. Administrative tasks, data entry and ad hoc tasks.

### CONSULTORIOS MÉDICOS CERVIÑO | Assistant and Receptionist

Feb. 2019 - Nov 2019

- Receptionist and secretary. Administrative tasks. Customer service

### ESTUDIO MAGALLANES | Assistant

Dec. 2017 - Dec 2018

- Receptionist, secretary and customer support. Translations of documents and/or emails.

### SERGIO ARIAS PROPIEDADES | Administrative Position

Feb. 2014 – Mar. 2016

- Administrative tasks. Lease billing, invoices and payments.