



## Skills

Impeccable oral and written communication in English and Spanish.  
Office and Google package management  
Teamwork  
Impeccable Organizational Skills  
Customer Service  
Resolute  
Trello and Slack management

## Experience

### **Stratton Hospitality, Secretary/Executive Assistant for Bilingual Marketing and Sales (English). JUNE 2020 - APRIL 2021**

Organizing personal and work agenda of the executives, scheduling meetings, trips and appointments.

Contacting and advising potential customers, accompanying them in the decision-making process.

Collaborating in the development of content for digital marketing campaigns with the aim of contacting and reaching potential customers.

Posting properties for sale or rent in the Miami area on different Real Estate platforms.

Organizing and completing documents to close sales and rental processes.

### **Haydeé Podología, Receptionist.**

### **APRIL 2019 - DECEMBER 2019 BUENOS AIRES, ARGENTINA**

Organizing and taking patient appointments.

Personalized attention to the customers advising them in the purchase of products.

Stock control of products available in store.

Performance of general administrative tasks (responsible for the control of income and expenditure, monthly and weekly accounting closures)

Recording and collecting patients data to develop and update their medical records.

**Copyvantex Advertising and Promotional Items,  
Assistant/Secretary JULY 2017 - OCTOBER 2018 CARACAS,  
VENEZUELA**

Personalized customer service, providing information of interest.

Organizing agenda, scheduling appointments, meetings and trips for executives.

Recording, tracking and storing of information from customers, suppliers and orders.

Mail management and registration.

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## **Education**

**THE CORE SCHOOL, MASTER IN CONTENT MARKETING  
MADRID, SPAIN (OCTOBER 2022 - JUNE 2023)**

**PALERMO UNIVERSITY, CONSUMER MAPPING EXECUTIVE  
PROGRAM  
BUENOS AIRES, ARGENTINA (NOVEMBER 2019)**

**CENTRO VENEZOLANO AMERICANO (CVA), ENGLISH  
CERTIFICATE LEVEL C1  
CARACAS, VENEZUELA (2017)**

**ANDRÉS BELLO CATHOLIC UNIVERSITY, MASS  
COMMUNICATION STUDIES  
NOT COMPLETED DUE TO EMIGRATION  
CARACAS, VENEZUELA (2015 – 2018)**

**SAN JOSÉ DE TARBES SCHOOL, BACHELOR OF ARTS DEGREE  
LA FLORIDA - CARACAS, VENEZUELA (2015)**