



BRENDA YOHENA TANONI

virtual assistant

CONTACT

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🌐 <https://tanonibrenda.github.io/>

🌐 [brenda yohena tanoni](#)

🐙 tanonibrenda

📍 Buenos Aires, Argentina

👤 <https://www.upwork.com/freelancers/~01fb7ad4f331a8c27d>



LANGUAGES

Spanish Native

English Intermediate

Italian Intermediate

Braille Basic

SKILLS

- Organization
- Task Management
- Responsibility
- Assertive communication
- Graphic design
- Video Editing
- Academic Research

EXPERIENCE

Today-October
2023

Freelancer

- Virtual Assistance
- Video editing
- Information Search
- Data Entry
- Transcriptions and Translations
- Word, Excel, Power Point
- Agenda and Calendar Management
- Email management and inbox organization

December 2014 -
June 2008

Coloproctologist Surgeon

- San Luis Hospital
- Buenos Aires British Hospital
- General Pacheco Hospital

May 2008-
September 1998

Medical Secretary

- Patient care
- Administrative tasks
- Surgical Assistance

EDUCATION

2022-2023

Courses

*Graphic Design Technician,
System Technician,
Full Stack Developer*

2008-2014

Surgical Residencies

*Buenos Aires British Hospital
General Pacheco Hospital*

2001-2008

Medicina

Buenos Aires University