




Vicente D'Annunzio

IT & Software student

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 [link to my profile](#)

 Monserrat, Buenos Aires, Argentina

PROFESSIONAL OBJECTIVE

Information Technology student with experience in technical support, administrative management, and software development. I am looking to join teams where I can contribute innovative solutions, optimize processes through technological tools, and continue growing in roles that combine my technical skills and adaptability.

PROFESSIONAL EXPERIENCE

IT Support

Gliding Club - June 2024 - February 2025

Responsible for ensuring the optimal performance of IT infrastructure, configuring various devices, and providing technical support.

- Updated hardware and software to ensure workstation performance and security.
- Created and configured corporate email accounts, including permissions and shared folders.
- Performed security updates, antivirus scans, and system cleanup.

Administrative assistant

Papelera SA - January 2024 - June 2024

Performed document archiving, customer service, and database updates. Assisted in preparing materials for meetings and managing office supply inventory.

- Assisted in meeting preparation and office supply control.
- Classified and archived invoices, contracts, and correspondence, both physical and digital.
- Loaded and verified information in CRM/Excel, keeping records up to date.

Logistics Assistant

Retail Business - August 2023 - January 2024

Coordinated inventory control and order preparation, ensuring product availability. Tracked shipments and supported coordination with suppliers, maintaining up-to-date stock records.

- Detected and resolved inventory discrepancies.
- Prepared and verified orders according to purchase requests.
- Created weekly reports on received and dispatched merchandise.

EDUCATION

Universidad Argentina de la Empresa (UADE)

Bachelor's Degree in Information Technology Management
(2022- Present)

SKILLS

- **Developing:** Python - SQL - Java - HTML - CSS
- **Tools:** Excel - GitHub - Trello - Slack - VS Code - Power BI
- **Soft skills:** Teamwork, Adaptability, Proactivity, Problem solving

LANGUAGES

- **Spanish:** Native
- **English:** Advanced