

# Resume

## Noelia Marcela Senna

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## Education

**University Education** (March 2011 – August 2015)
Bachelor's degree in marketing.
*Universidad Argentina de la Empresa (UADE). Ciudad Autónoma de Buenos Aires.*

## Complementary education

**Product Manager Course** (May 2023)
Duration: 32 hours.
*Coderhouse.*

**Marketing Below the Line (BTL) Course** (August 2018)
Duration: 12 hours.
*Capacitarte – Facultad de Ciencias Económicas, Universidad de Buenos Aires.*

**Trade Marketing Couse** (March 2018)
Duration: 9 horas.
*Capacitarte – Facultad de Ciencias Económicas, Universidad de Buenos Aires.*

**First Certificate in English** (7 de marzo de 2015)
Level B2.
*Cambridge English Language Assessment.*

## Work Experience

### Philips TV & Sound (Fábrica Austral de Productos Eléctricos S.A.)

Retiro, CABA.

**Sales Assistant** *(July 2022 – Present)*

*Tasks: Assist Account Managers. Upload purchase orders in management system. Management of returns and other customer claims (retails). Calculation and upload of Credit Notes. Applications and conciliations of accounts. SAP management system.*

## IAFIS Argentina S.A.

Olivos, Bs. As.

**Account Executive Jr**. *(March 2022 – July 202)*

*Tasks: Attend customer accounts. Participation in tenders, preparation of quotes. Follow-up of sales circuit with the customer, follow-up of internal procedures after purchase order. Domestic trips for business negotiations.*

**Sales Assistant** *(October 2021 – February 2022)*

*Tasks: Assist the General and Commercial Management, collaborating in quoting and sales processes. Prepare the necessary documentation for tenders and contribute in the communication with the different entities involved in the process. Follow-up on purchase orders and issuance of invoices to the customer, ensuring the achievement of the sales and profitability objectives established by the Corporate Commercial Department. Trips to different provinces for presentation of tenders and business meetings.*

## Tacco Calpini S.A.

Microcentro, CABA.

**Sales Assistant** *(December 2018 – September 2021)*

*Tasks: Attend the client portfolio of the Account Executive. Sale of technological products specialized in computing. Preparation of budgets, analysis of profit margins of the business, negotiation with clients, follow-up and closing of sales. Logistics coordination. Platforma management system. Purchase of products and negotiation with suppliers. Declaration of opportunities before vendors.*

## Grupo Newsan

Saavedra, CABA.

**Merchandiser** *(November 2017 – October 2018)*

*Tasks: Responsible for Trade Marketing in 35 points of sale in the southern area of G.B.A. Relationship with Branch Managers. Placement of POP material. Display of products at the point of sale and improvement of their location. Negotiation of space. Surveys of stock, prices and promotional actions of the competition.*

## Papelera El Vasquito

Quilmes, Bs. As.

**Administrative** *(August 2016 – June 2017)*

*Tasks: Purchase orders. Preparation of Orders. Control of orders and billing. Upload invoices, credit notes and debit notes in the system. Preparation of supplier payments. Uploading of articles and updating of prices in the system. Billing.*