

GABRIELA CHACÓN

Lawyer – Legal / Administrative assistant
DNI: 95.969.294
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Abilities and skills: bilingual (Spanish, native – English, fluent); proactive; organized; great facility to work in teams; persistent; results driven; great communication and interpersonal skills; great facility to adapt to living and working in changing environments; excellent grammar and good writing skills.

Education:

- Lawyer. Central University of Venezuela, Faculty of Political and Legal Sciences, Law School (2017). Currently in process of title validation to practice in Argentina.

- Internship in Intellectual Property. Intellectual Property Chair, Central University of Venezuela (October 2016 – July 2017). Participation in simulated negotiations and trials of national and international scale related to the fields of trademarks, copyrights and invention patents. Research and analysis of the national and international legal framework that regulates international property. Organization and logistics for the IX University Forum on Intellectual Property in the Digital Environment.

- English. Proidiomas, Extension Academy of the Modern Languages School of the Central University of Venezuela (2016 - 2018). Level 7 (Medium-Advanced, fluent).

Working Experience:

- Telesales Agent. Latinfon Contact Center S.R.L., Tandil - Buenos Aires (Dec 2020 - present): agent of sales in the fields of personal and home insurance.

- Manager. Club Cantina, Club Ferrocarril del Sud, Tandil - Buenos Aires. (Feb 2019 - Jun 2020). Organize schedules and tracking hours, hire, training and managing staff, ordering supplies and contacting suppliers, invoice and stock verification.

- Lawyer (independent). Caracas - Venezuela (Feb 2018 - Jan 2019). Legal assistance, advisory and consulting in the fields of private, commercial, labour law, and intellectual property.

- Legal Assistant. Anti-Money Laundering Department, Banesco Banco Universal, Caracas - Venezuela (Ene 2017 - Nov 2018). Writing, redaction and revision of documents of legal nature; legal research on the fields of criminal and tax law; design and development of strategies and training programs to prevent money laundering.

- Legal Assistant. Legal Documents Department, Banesco Banco Universal, Caracas - Venezuela. (Mar 2016 - oct 2016). Writing, redaction and revision of mortgage and pledge documents; assistance during mortgage and pledge request and approval procedures.

- Intern. Ministerio del Poder Popular para el Trabajo, Caracas - Venezuela (Jun 2015 - Mar 2016). Filing of documents and maintenance and organization of archives related to the fields of Labour Unions and Collective Bargains. Assistance during mediation hearings.

For References: Juan Pablo Pagliaro (2494488353);
Camilo Medina (2215415638)