

ANTONELLA RODIO

PERSONAL DETAILS

Phone number: +541150394662

Email: anto-rodio@hotmail.com

LinkedIn: linkedin.com/in/anto-rodio

Country: Buenos Aires, Argentina

Birth: 21/09/1997

LANGUAGES

English - Level Advanced

Written and Oral

IT SKILLS

-Excel : Intermediate
-Word: Advanced
-Power Point: Advanced
-Quickbooks: Intermediate
-Pipedrive: Advanced
-Zipbooks: Intermediate

WORK EXPERIENCE

Commercial and Accountant Administrator

Techled - May 2022 - Present

-Control customer's payments
-Development of invoices and contracts
-Development Excel's spreadsheets
-Management of social networks
-Handling of company e-mails
-Direct communication with customers (calls-emails)
-Use of software such as Pipedrive, Quick books, Zipbooks.
-Sales control
-Development of estimates/quotes

Recepctionist - Accountant Administrator

RPM GYM BOX - March 2019 - May 2022

-Cash flow control
-Payment of Salaries
-Control stock of merchandise
-Development Excel's Spreadsheet
-Shift Schedule

English Teacher

CPSCB - High School -Aug 2021 - May 2022

-Foreing Language Teaching

EDUCATION

UADE - University

English Interpreter and Translator March 2021 - Present

Ricardo Rojas - University

English TTC - March 2017 - March 2018

Dr. Mariano Moreno - Secondary School

Bachelor's Degree in Economics and Business Administration March 2013 - Dec 2015