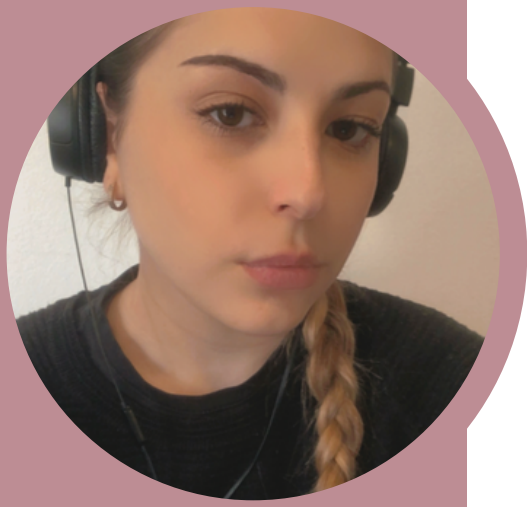


Brenda Perez Mundel

ADMINISTRATIVE - EXECUTIVE ASSISTANT

06/08/1999

Contact

+54 9 3487 656036

brendapmundel@gmail.com

Languages

Spanish: Native

English: Advanced

Dutch: Intermediate

More information

- Driving license.
- Own vehicle.
- Availability.

Work experience

Freelancer
Virtual Assistant, November 2022 - now
- Virtual assistance to companies located in the U.S.
- Constant management of English in speech as in different tech programs
- Daily use of Microsoft package (Word, Outlook, Excel) and all its respective tools according to tasks
- Management of personal agenda and itineraries
- Management of public and private documents

Multifunctional assistant (during maintenance shutdown)
Central Nuclear Atucha I, April 2022 - June 2022
- Daily use of Microsoft package (Word, Outlook, Excel, Powerpoint)
- Translation of projects from English to Spanish (maintenance manuals, WANO brochures, instructions)
- Administrative tasks
- Management of personal and public documentation
- Creation of excel spreadsheets

Virtual executive assistant
WBN (USA), November 2021 - March 2022
- Calendar and email management
- Online research, writing
- Customer service
- LinkedIn account management
- Database management

Receptionist/Administrative
Hotel Alexander (The Netherlands) October 2018 - March 2021
- Guest reception and customer service
- Documentation processing
- Collaboration with the management team to identify problems and propose solutions
- Management of reservations, invoicing and collection
- Supervision and resolution of incidents
- Coordination of tourist activities and attention to suppliers

Education

Instituto Superior del Traductorado
Technical-Scientific Translation | 2021 - now

E.F. New York
FCE & C1 Cambridge Certificate | 2017

Colegio San Pablo
High School diploma | Arts, 2016