Federica Iezzi

CONTACT

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4/08/1998

EDUCATION

Law career

Universidad Argentina de la Empresa - UADE

2018 - 2023

Bilingual Bachelor's Degree in Business Administration

Colegio San Martín

2012 - 2017

SKILLS

- English language: oral and written - advanced.
- MSOffice - Package handling: advanced
- Excellent drafting skills.
- Digitization of files and documentation.
- LEX100 Management: advanced.

ABOUT ME

I carry with me the innate values of responsibility, proactivity, collaboration, good predisposition, good presence, active participation in projects, good communication and respect for others. I listen to people, I am the generator of a favorable climate, trying to create empathy among my superiors, peers and teammates.

OBJETIVES

- Apply the detailed values and be part of a work team.
- Assist in practical areas proactively.
- Apply the knowledge acquired in the course of my career.
- Collaborate dynamically in the development of the requested tasks.
- Propose new projects and ideas for the growth of the company.
- Act with diligence in the face of the responsibilities in my charge.
- Acquire new practical knowledge for my professional and personal development.

EXPERIENCE

Administrative

Iezzi Servicios Industriales S.R.L (march 2022 - now)

- Administrative employee in a company dedicated to the construction and public works sector, developing the tasks of: Management and billing load, issuance of invoices (AFIP portal), agenda management, contact with suppliers, AFIP portal management, permanent contact with clients and suppliers, control and monitoring of labor lawsuits (LEX 100), issuing and sending invoices, monitoring accounts receivable and transactions, cooperating with other teams to ensure billing accuracy and helping customers in case of complaints and questions.