

Guadalupe Santamarina

Law Student, Universidad de Buenos Aires

PROFILE

I consider myself a curious, proactive and responsible person. I´m looking for a job position that challenges me to expand my knowledge and habilities, always aiming for growth, both professionally and personally.

PROFESSIONAL SKILLS

- Easily adapted to work teams.
- Disciplined.
- Fast learner.
- Proactive.
- Capacity for resolution.

CONTACT

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guasantamarina@gmail.com

Balvanera, C.A.B.A

TECHNICAL SKILLS

- LexDoctor, PJN, MEV, and MEPRE platforms.
- Office package.
- Adobe package.
- GIT, GitHub
- Google Apps and resources.

EDUCATION

High School

HIGH SCHOOL BACHELOR'S DEGREE IN SOCIAL SCIENCES.

- N° 7 High School, Joaquin Victor Gonzalez, (Pergamino).
- While studying my last year, I managed to successfully take exams from the U.B.A XXI program.

English

FIRST CERTIFICATE (2015)

- First Certificate - Cambridge University - Achieved 186 pts. over 190. (C1 advanced)

Law School at Universidad de Buenos Aires (U.B.A)

Law and English Public Translation

- Accomplished to finish U.B.A´s Basic Course in half a year. (2017)
- Currently starting my last year of career with an Overall Avarage of 8.12.
- 2018 - successfully took the exams to enter to English Public Translation career.

Courses and Certifications

FRONTEND DEVELOPMENT - CODER HOUSE (2021)

- Web Development Course accomplished with 10/10. I achieved to end up at the top 10 of my class, which allowed me to be part of a real project later on. Languages and skills learned: HTML5, CSS3, various frameworks (eg. Bootstrap).
- JavaScript Course accomplished with 8/10 Languages and skills learned: JavaScript vanilla, AJAX and API rest.
- ReactJS Course accomplished with 9/10. Languages and skills learned: Create-React-App, React-Bootsrap, React-Router-Dom, Firebase.

JOB EXPERIENCE

Abeledo Gottheil Abogados (2019-2020)
ATTORNEY'S ASSISTANT

- Review and analysis of judicial files.
- Drafting of simple legal briefs.
- Banking procedures.
- Online uploading of documents to the judiciary system.

Point Bar y Peppers Vinos (2019-2021)

COMMUNITY MANAGER

- Content creator.
- Advertising flyers design.
- Costumer support via social media.

Castillo Dental Office (2021)
ADMINISTRATIVE SECRETARY

- Schedule management and organization.
- Health Insurances' settlement.
- Daily Cash control and administration.
- Medical billing to patients.

Dr. Carlos Guillermo Renis' Mediatons Office (2022 - ongoing)

ATTORNEY'S ASSISTANT AND ADMINISTRATIVE SECRETARY

- Communication with clients.
- Review of mediations in process.
- Banking procedures.
- Writing and online uploading of documents to the judiciary system.

Other jobs
Tutor - babysitter

- Educational support, tutoring and homework asistance to boy and girls. Mainly in English.
- Child care.

VOLUNTEERING

Youth Olimpyc Games, Buenos Aires 2018
DELEGATION ASISSTANT

- Selected to work as an assistant to the Moldovan delegation, whcich I accompanied during their stay in the Olympic Village.