

CAROLINA TOOST

OBJECTIVE

Achieve job stability in a company where I can put my skills and knowledge into practice to fulfill my goals and proposals and perform my duties efficiently.

EDUCATION

Bachelor in Advertising & Marketing

LANGUAGES

Native Spanish - Advanced English C1

CONTACT

+ (54)911- 65006878

toost.carolina@gmail.com

WORK EXPERIENCE

ZS ASSOCIATES ARGENTINA.
BUENOS AIRES, ARGENTINA (JUNE 2021 - PRESENT) - ADMINISTRATIVE ASSISTANT

- .Increased stakeholders' productivity (interacted with vendors and clients, and email correspondence).
- Provided scheduling support to an average of 13 individuals, several partners, and senior management (appointment, calendar, and meeting management).
- Completed administrative processes (time and expense reports).
- Prepared domestic and international travel logistics (itineraries, visas, passport renewal, etc.).
- Coordinated internal and external meetings/activities (i.e. facility reservation and set-up, hotel accommodations, catering, etc.).
- Prepared and organized documents for client proposals and presentations as needed (contract tracking, printing, organizing, archiving meeting/support materials, market research).
- Addressed problems and troubleshot with internal and external stakeholders.
- Handled special projects with demanding deadlines.
- Front desk reception back-up coverage (answered phones, greeted visitors, handled deliveries)

PEOPLE IN THE CITY RELOCATION SERVICES

BUENOS AIRES, ARGENTINA (DECEMBER 2018- JULY2020) ASSISTANT MANAGERS

Account Manager

- Organize migration services and logistics for expatriates.
- Personalized assistance during the first months of stay in the new country.
- Flight arrangement, welcome logistics.
- Hotel coordination.
- Coordination of agenda (DNI, CUIL, etc.)

Assistant Manager

- Database maintenance.
- Maintenance of the apartments (expenses, coordinating handyman, cleaning service appointments, etc.)
- Reception of tenants / Check-in & Check-out.
- Department Administration.
- Maintenance of contracts.



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WORK EXPERIENCE

Immaculate Virgin Parish (Villa Soldati) Buenos Aires, Argentina (March 2017- December 2018)
Parish Secretary

- Attention to the public for baptisms, weddings, confirmations, and communions.
- Follow-up of minute books.
- Advice for the smiley area.
- Management of the parish agenda.
- Coordinate maintenance of the parish.
- Personal counseling for people in need.
- Monitoring and organizing solidarity projects

Tax and accounting law firm, Knull, Buenos Aires, Argentina (May2015- March 2017)
Secretary.

- Incoming and outgoing calls.
- Agenda Management.
- Coordination of travel and visa procedures.
- Correspondence.
- Translations.

IBM Buenos Aires,Argentina (July2006– October 2012)
Asset management analyst

- Asset management and administration.
- Carrying out monthly inventories.
- Setting up a specific database for each client.
- Weekly and monthly calls with the clients.