

Florencia Ayala López

Identity document number *(DNI)* No. 31 223 499

Date of birth: August 29th, 1984

EXECUTIVE SECRETARY - TRANSLATOR

Organized, detail-oriented, committed, proactive and willing to learn.

• CONTACT

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City of Buenos Aires

• EDUCATION

University of Buenos Aires

Public Translator (2014)

English - Spanish

Instituto Emilia Moutier de Pirán

High School Degree with Accounting Specialization (2003)

• COURSES

Ceremonial and protocol

Secretary of University Extension - Law School - University of Buenos Aires, 2006

Further training

Association of Public Translators of the City of Buenos Aires *(Colegio de Traductores Públicos de la Ciudad de Buenos Aires - CTPCBA)*.

Argentine Association of Translators and Interpreters *(Asociación Argentina de Traductores e Intérpretes - AATI)*.

• WORK EXPERIENCE

Executive Secretary *(2008 - 2023)*

Central Society of Architects *(Sociedad Central de Arquitectos)*

Customer service. Maitenance of executives' calendars. Travel coordination and logistic. Arrangement and organization of events, projects, meetings and contests. Control and writing of institutional correspondence. Use of Wordpress for the publication of news on institutional website. Social Media Planner and Community Manager.

Freelance Translator *(2014)*

Professional licence granted by the Association of Public Translators of the City of Buenos Aires. Co-founder of *Punto y Coma - Soluciones lingüísticas* www.puntoycoma.com.ar

Translation of personal, legal and commercial documentation. Cosmetic dermatology. Architecture.

Administrative Assistant *(2021 - 2023)*

Museum of Architecture and Design *(Museo de Arquitectura y Diseño - Marq)*

Management of exhibitions` calendar. Arrangement and organization of meetings and activities. Control of correspondence and Social Media.

Receptionist *(2003 - 2008)*

Central Society of Architects *(Sociedad Central de Arquitectos)*

Answering and directing calls and messages. Customer service. Arrangement of meetings.