Antonella Di Carlo



CONTACT INFO

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- Buenos Aires - Argentina

LANGUAGES

English

Spanish

Italian

EDUCATION

2022
Bachelor of Public Relationships
UADE

2021
Graduated - Digital Marketing
CoderHouse

Class of 2017
High School Diploma
San José Obrero Institute

PROFILE

I am a goal-oriented team player who approaches challenges with creative solutions. My strengths include working both independently and with large teams.

WORK EXPERIENCE

Guest Service Ambassador - Recepcionist
2022 | HSBC x JLL

- Support in the orientation of visitors worldwide or of employees who come from other offices.
- Monitor workplace behavior and manners through ongoing monitoring, engagement, and communication with different teams to ensure adaptation to OpenWork principles.
- Provide meeting rooms. Perform an analysis of the number of employees and general observations to understand the most important peak times, downtime, and general workplace behaviors.

E-Commerce Analyst
2020 - 2021 | UDG SRL

- Customer Service & E-Commerce Analyst.

Admin Assistant
2017 - 2018 | Lo'Charo Women Shoes

- Manage multiple projects simultaneously and assist with special research assignments.

SKILLS

Flyer Creator

Marketing

Social Media

Branding

Microsoft Office

Project Management