Dolores VAL EYRAS

SUMMARY

Personable administrative professional dedicated to cultivating positive client, staff and management connections. Highly-developed communicator with outstanding skills in complex problem-solving and conflict resolution. Clerical expertise includes resource allocation and schedule management

EDUCATION

BACHELOR OF SCIENCE - SOCIAL SCIENCES

- Instituto San José
- General Madariaga | Dec 2017

FIRST CERTIFICATE IN ENGLISH

- University of Cambridge
- England | 2017
- Grade A

TRINITY- ENGLISH

- University of Cambridge
- England | 2016
- Grade A

MANDARIN - CURRENT

- Centro Universitario de Idiomas
- Buenos Aires
- Third year

LAW SCHOOL - CURRENT

- Universidad de Buenos Aires (UBA)
- Buenos Aires
- Fifth year
- 8,56

DATA SCIENCE – CURRENT

- Buenos Aires
- Coursera

SKILLS

- **MICROSOFT WORD**
- **EXCEL SPREADSHEETS**
- **MAIL MANAGEMENT**

INTERESTS

VOLUNTEERING PROGRAMS:

- Primary School at Villa 31- Retiro- Buenos Aires, Argentina - Current
- Animal Shelter at Zaguates refugio – Buenos Aires, Argentina - Current.

HOBBIES/SPORTS

- **READING**
- **HOCKEY**
- **YOGA**
- **SKI**

EXPERIENCE

SKI INSTRUCTOR | SNOWSHOE.

U.S.A West Virginia | Dec 2022 – March 2023

ADMINISTRATIVE ASSISTANT | ASOREY & NAVARRINE

Buenos Aires, Argentina |Aug 2021 – Apr 2022

- Organized and maintained filing and document management systems by coordinating, archiving and purging files.
- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Updated details in company database by keying in customer contacts and delivery dates.

PROMOTIONAL SALES REPRESENTATIVE CLEANNEW

Carilo, Buenos Aires, Argentina |Dec 2020 - Mar 2021

- Placed orders and answered customer questions in-person, through email and over phone to maximize customer service.
- Contacted new and existing customers to outline benefits of products.

RECEPTIONIST ADMINISTRATOR | ESCRIBANIA VILLAR

General Juan Madariaga, Buenos Aires, Argentina |Apr 2020 - Dec 2020

- Coordinated appointment calendar and balanced schedules to promote optimal productivity.
- Obtained and processed payments from clients for products and services.
- Greeted customers, answered general questions and directed to appropriate locations.

WAITRESS|LUPITA´S

U. S. A. Incline Village, NV |Jan 2019 - Mar 2019

- Maintained accuracy while handling payments, giving change and printing receipts to customers.

SKI INSTRUCTOR | DIAMOND PEAK.

- **U. S. A. Incline Village, NV |Dec 2018 - Mar 2019-**