Sarahi Pinedo Valles



Availability:
Full-time
Intended gross salary:
AR$250,000.00

Contact

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Languages

- Spanish – Native
- English – C1 (Bilingual)
- Italian & French – B1
- Portuguese – A2 (Basic)
- LSA – Beginner

Certifications

- Learning Cloud Computing: Core Concepts – (2022)
- Cloud Computing Fundamentals (2021)
- Onvio Payroll – (2021)
- FCE – Grade A (2010)
- CLE (Cert. de Lenguas Extranjeras) – Excelente (2008)

Soft Skills

- Organized
- Creative
- Problem solver
- Service focused

Hard Skills Highlights

- Microsoft Office
Excel, Word, PP(Intermediate)
- Google WorkSpace
Sheets, Docs, Slides(Intermediate)
- Cloud Technology
Workflows, Analytics (Basic)
- MS Outlook / Teams
- Confluence (Basic)
- Mavenlink (Reporting hours)
- Onvio (Intermediate)
- Costumer service
- Teaching
- Translation
- Administrative
- Management

Experience

Jr. Consultant IT Solutions - 06/2021 a 03/2023
***Avaya**, CABA (Argentina)*
- Back Office, configuration and setting up tasks for Cloud environments
- Collaborate with and facilitate project tasks along with PMs and other IT teams.
- In-Company training of personnel for One Cloud CCaaS - Data Entry

Freelancer - 01/2020 to date
***Various companies**, CABA (Argentina)*
- Data entry of tax documents in Onvio Systems for various companies
- Tax Statements, Invoicing
- Translation of contracts, auditing and accounting documents EN<>ES

Sr. Administrative & Accounting Assistant – 10/2011 to 12/2019
***SP Asesores Contables Impositivos**, CABA (Argentina)*
- Tax Statements, Invoicing, Bank accounts and documents collate and control for Financial Statements.
- Preparing and editing letters, reports, memos and emails.
- Running errands and managing formalities at public and private organizations.
- Translation of audits and related documents, contracts, etc. EN<>ES

Front Desk Receptionist (Nonprofit) – 07/2019 to 09/2019
***Kensal Green Backpackers Hostel**, London (UK)*
- Welcomed guests upon entry to the hostel, assisted with check in and check out.
- Kept records of rooms and accounts, answered phones, and helped providing solutions.

English Teacher – 2010 to 2018
***CENCAP Caballito**, CABA (Argentina)*
***British English Institute of Buenos Aires**, CABA (Argentina)*
- Regular courses – Beginners to Upper Intermediate level for all ages
- Crash courses – Beginners level for adults

Education

Associate's Degree in Tourism: Travel Agent and Tourism – 2020 / 2021 Universidad de Belgrano (CABA, Argentina)

Bacherlor's Degree in English: Kindergarten and Primary School English Teacher – 2015 / 2017 (postponed) Universidad Católica Argentina (CABA, Argentina)