TRINIDAD GIANANDREA

PRINCIPAL ADMINISTRATIVE ASSISTANT

CONTACT

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Buenos Aires, Argentina

SKILLS

Office Package

Odoo

Tango

Bejerman

EDUCATION

Literary and Scientific Technical Translator in English

Instituto Superior Lenguas Vivas

2023-Present

Bachelor of Letters

Universidad de Buenos Aires

2019-Present

Bachelor of Administrative Management Orientation - Average 8.16 - With Honors

Escuela Técnica ORT

2012-2016

LANGUAGES

Spanish

English

Italian

OBJECTIVES

Entering a company where I can contribute my skills and knowledge, quickly adapting to the needs that are required for the position. Although I am young and with little experience, my learning and decision-making capacity make me an ideal candidate for those companies that wish to create a young, innovative and demanding team.

WORK EXPERIENCE

Principal Administrative Assistant

Argentek LLC — December 2020-Present

- Shipping Claims Management.
- Document Redaction and Research.
- Payment Handling.
- Calendar Management.
- Payroll.
- Record Keeping.
- Meeting Support.
- Budget Assistance.
- Project Support.

Administrative Accounting Assistant

Estudio Ambrosini y Asociados / Arquitectos Ambrosini Inmobiliaria y Constructora — April 2017 - December 2020

- Banking proccedures, AFIP and commercial offices.
- Loading invoices.
- Assistant in tax settlement.
- Managment of Xubio and S.I.Ap. Systems.
- In-person and telephone customer service (outgoing and incoming calls with marketing of Real Estate Properties).

Administrative Secretary

Consulting room Dra. Marisa Labovsky — March 2018-June 2018

- Reception of patients.
- Management of authorizations with prepayments.
- Attention to telephone and face-to-face consultations.
- Shift reservation.

Legal Assistant

Salvador Orsini — December 2016-Present

Management of procedures in the Courts of the Capital Federal and in the Judicial Department of San Isidro.

- Review of records.
- Withdrawal and delivery of causes granted on loan for experts.
- Presentation of writings.
- Management of LEX100 and Augusta Systems Queries.
- Preparation of deadline schedules.
- Typing of judicial documents.