

DIANA CAROLINA ESCALONA ALVAREZ

PERSONAL INFORMATION

- Date of birth: 06/04/1998
- Phone: +54 1132703693
- Email: dianaescalona26@gmail.com

SKILLS

- Bilingual (Spanish - English)
- Basic Portuguese
- Works well under pressure
- Proactive
- Responsible and organized
- Teamwork

TOOLS

- Advanced knowledge in Microsoft Excel, Word, and PowerPoint
- Lomat Management System
- Salesforce

EDUCATION

- **[2020-Present] Fundación de Altos Estudios** Bachelor's Degree in Human Resources [Argentina]

- **[2016-2018] Universidad de Oriente** Bachelor's Degree in Administration [Venezuela] Completed up to the 5th semester

REFERENCES

Miguel Indriago
Expereo Argentina S.A
Service Assurance
Phone: +54 9 11 6131-3896
Email: miguelindriagor@gmail.com

WORK EXPERIENCE

Expereo Argentina S.A
[June 2022- Present]

- **Office Assistant:** Management of correspondence, telephone answering, visitor reception, file maintenance, office supply management, administrative support, event coordination, and general team support.
- **Human Resources:** Recruitment and selection, onboarding, payroll management, development and training, performance evaluation, policies and procedures, legal compliance, safety and hygiene training, benefits and welfare, and workplace health and safety.

Grupo Lomat S.A.
[May 2019 - June 2022]

- **Administrative staff:** Supervision of personnel, schedule tracking, handling inquiries and public interaction through various channels to ensure satisfaction, direct contact with administrations, negotiation management, contact and maintenance of 10 suppliers. Stock control and replenishment, processing of payment orders, preparation of daily, weekly, and monthly schedules in the Lomat Management System.