

Camila Danza Smith

Bachelors in Sociology | Administrative Assistant

About me

I am a responsible and organized individual with a strong commitment to delivering quality work. I am dedicated to continuous learning and seek excellence in every aspect of my work. I am currently looking for a position where I can apply my skills and experience while I continue to grow and develop professionally.

Lenguage

English (C1)

Italian (A2)

French (A1)

Soft Skills

- Attention to detail
- Multitasking
- Priorization
- Customer Service
- Time Management
- Eager to learn
- Critical Thinking

Experience

ENRE
Administrative Assistant
2020 - Currently
- Report and Instruction Preparation
- Organization and Control of Critical Documentation
- User Assistance and Complaint Resolution
- Experience in maintaining schedules and coordinating meetings

Faggiani Reynafe Fernandez & Asoc. Law Firm
Courier
2019
- Administrative tasks in CABA for a Cordoba based law firm

Ser Humano Cosnultancy for NGOs
Facer for UNICEF
2018
- Street fundraicing for UNICEF

Education

University of Buenos Aires
Bachelor's Degree in Sociology
2018-2022

University of Buenos Aires
Posgraduate Diploma in Data Analysis and Public Policy (Python - SQL - Power BI)
Currently

Courses
- Excel (Introductory to Advanced) - ECA
- Excel (Dynamic tables) - INAP
- Advanced Statistical Analysis with SPSS - IDES-UNTREF
- Introduction to Data Science on R - F. Ciencias Sociales (UBA)
- Power BI - LinkedIn
- Data Science - Digital House (Currently)
- Data Bases - Instituto Humai (Currently)

Technical Skills

- Python
- RStudio
- SPSS
- Microsoft Suite & Google Workspace
- Power Query
- Power BI
- Canva
- Atlas.ti

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