

I am a proactive, organized and responsible person, who has organizational and communication skills. In addition, I am self-taught, a fast learner and a team player. I am looking for a challenging position where I can be able to keep learning.

EDUCATION

Universidad de Buenos Aires

- English Translator Degree (In progress)
- Law Degree (In progress)

BLOOMSBURY INTERNACIONAL (London, England). - 2018

- English Course - C1 Level

Cambridge Institute - 2017

- Higher Studies in English Language

COURSES / LANGUAGES

Advanced English (C1)

Italian (A2)

Data Analytics / Coder House

CONTACT

(011) 36780201

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FIORELLA ROCIO ALBAMONTE

WORK EXPERIENCE

SSR - Executive Concierge - PwC
2023 to today

I provide high-level personalized service and support to executives and clients. My responsibilities include: Oversee and coordinate exclusive services to meet the needs and expectations of executives and clients / Organize and manage corporate events, meetings, and special functions. / Act as the main point of contact for resolving issues and fulfilling special requests, delivering prompt and effective solutions. / Plan and manage travel arrangements, including flights, accommodations, and transportation, to optimize the travel experience.

SSR Business Processing Specialist Insurance Tracking - Assurant
2022 - 2023

Tracked insurance policies, analyzed documentation, and verified payments. Coordinated with insurance providers and communicated with customer service teams and insurance departments across different U.S. states. Identified opportunities for improvement in insurance tracking processes and recommended solutions. Recorded insurance information in the system and tracked policy renewal dates.

Data Entry - Riskma Solutions.
2021 -2022

I made reports by collecting information and calling companies to verify it, focused on national and international clients, both in English and Spanish to give credit lines or reports to suppliers. I also carried out translations tasks of reports or companies' financial statements.

English Teacher - MCM SERVICIOS LINGÜÍSTICOS
2021 - 2022

I gave classes to groups of different ages, managing their academic and pedagogical needs, adapting them to each language level.