Maria Eugenia Barbuscio

ADMINISTRATIVE ASSISTANT

Details

Buenos Aires
Argentina
+541126471087
euge_barbuscio@hotmail.com

DATE OF BIRTH

05/09/1994

Links

Linkedin

Pastry chef Instagram

Skills

- Ability to Multitask
- Customer Service
- Ability to Work in a Team
- Microsoft Office
- Fast Learner
- Adaptability
- Ability to Work Under Pressure
- Teamwork

Languages

- Spanish
- English
- Japanese

Hobbies

Reading
Dancing
Pa-kua
Taiko
Origami

Profile

Administrative assistant. Pastry chef

Energetic worker. Successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success.

Employment History

Financiar Supervisor, MSL Corporate, Buenos Aires

DECEMBER 2019 — PRESENT

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Handled customer complaints, resolved issues and adjusted policies to meet changing needs.
- Evaluated employee performance and coached and trained to improve weak areas.
- Maintained compliance with company policies, objectives and communication goals.
- Contact with the staff of the other brunches such as: Chile, Bolivia, Brasil, Paraguay, Miami, Uruguay, Ecuador and Panamá.
- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.
- Developed training, task and process guidelines and communicated clear and concise directions to employees.
- Set overall vision and provided team leadership.
- Worked with management team to implement proper division of responsibilities.
- Performed annual evaluations and reviews for large staff of employees.

Financial Assistant, MSL Corporate, Buenos Aires

DECEMBER 2017 — DECEMBER 2019

- Contact with: Chile, Bolivia, Brasil, Paraguay, Miami, Uruguay, Ecuador and Panamá
- Cash flow
- Authorization of payments, handling of petty cash
- Checks management and payment orders
- Fenix system management
- Receipts and transfers
- Supported Assistance in fiscal closings, budget allocation and daily business operations.
- Minimized financial discrepancies, resulting in increased efficiency and accuracy in financial transactions.
- Reconciled statements and accounts and resolved variances.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Provided exceptional service to customers requiring assistance such as account questions.

Administrative, Insucop, Buenos Aires

FEBRUARY 2017 — OCTOBER 2017

- Maintenance and editing of web page
- Creation and maintenance of ads in Google ads
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.

- Scheduled office meetings and client appointments for staff teams.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Handled client correspondence and tracked records to foster office efficiency.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.

Administrative assistant, Veterinaria Desanzo, Buenos Aires

DECEMBER 2011 — JANUARY 2017

- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Monitored supervisor's work calendar and scheduled appointments, meetings and operations.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.

Administrative Assistant, El deslinde and El rebenque, Buenos Aires

NOVEMBER 2014 — MARCH 2015

- Administration of two private neighborhoods in the area of Canning, El Rebenque and El Deslinde
- Tasks: Billing, payment to suppliers, collections to customers
- Customer service
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Scheduled office meetings and client appointments for staff teams.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Responded to inquiries from callers seeking information.
- Recorded expenses and maintained accounting records.

administrative assistant, ColomboPG, Buenos aires

DECEMBER 2012 — FEBRUARY 2013

- Tasks: computer data processing for a health company
- Provided clerical support to company employees by copying, faxing and filing documents.
- Monitored office supplies by checking inventory and placing orders.

Administrative assistant, ColomboPG, Buenos Aires

DECEMBER 2011 — FEBRUARY 2012

- Tasks: computer data processing for a health company
- Provided clerical support to company employees by copying, faxing and filing documents.
- Monitored office supplies by checking inventory and placing orders.

Data Entry Assistant, Ediba, Buenos Aires

MAY 2012 — DECEMBER 2012

- Data entry Data entry for Ediba publishing house
- School support

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Entered numerical data into databases with speed and accuracy.

Education

Pastry Chef, Lycée Gastronomic Insitute, Buenos Aires

JANUARY 2019 — DECEMBER 2019

High school diploma, St Michael's College, Buenos Aires

JANUARY 2010 — DECEMBER 2012

Graduated with a Diploma for effort and companionship.

Barista, CIC, Buenos Aires

JANUARY 2018 — AUGUST 2018