

PROFILE

I am an organized, responsible, quick learner and decisive person. My ability to communicate effectively, both orally and in writing, allows me to be clear in my interactions. In addition, I have a great capacity for adaptation and sociability, which facilitates and contributes to teamwork.

CONTACT INFORMATION

+54911-4435-5555

marianelarigolino@gmail.com

@marianelarigolino

RELEVANT INFORMATION

English language

Oral: advanced.
Writing and comprehension: advanced.

IT

Microsoft Office. Video and sound editing in Sony Vegas Pro 15.

Creative writing (ETER)

Creative process. Narration. Character development. Writing genres.

Community Manager (Coderhouse)

Design and management of social media marketing strategy. Planning and creation of content and advertising campaigns.

MARIANELA RIGOLINO

EMPLOYMENT HISTORY

BILLINGUAL EXECUTIVE ASSISTANT

Baker McKenzie (2022 - Present day)

Personal assistance to international partners; management of bank accounts, personal and administrative procedures; payment of goods and services. Management of agenda and travel coordination; organization and assistance in meetings with clients. Preparation and digitalization of legal documents; use of Lex Doctor software; filing of digital documents. Reception and sending of correspondence; coordination of mailing.

PARALEGAL

Richelet & Richelet Attorneys at Law (2014 - 2022)

Drafting of legal writs. Preparation of contracts, letters of notification and Cease & Desist letters. Follow-up of judicial files. Personal, telephone and e-mail customer service. Invoicing in Tango System. Handling of lawyers' agenda.

CONTENT CREATOR

Punto Rojo (2021 - 2022)

Preparation and editing of SEO articles for international news portals and blogs.

PRESS OFFICER (VOLUNTEER)

Consciente Colectivo (2021)

Management of the file of contacts with mass media. Planning and follow-up of interviews.

RADIO HOST/COLUMNIST

Radio La Ciudad (Cooperativa de Trabajo para Medios de Comunicación LA QILQA Ltda.) (2020 - 2021)

Hosting and production of weekly radio program. General interest column.

EDUCATION

NATIONAL BROADCASTER

ISEC (2017 - 2019)

Voice demo available. Home studio.

COLEGIO ELVIRA SULLIVAN

(2006 - 2010)

Bachiller on Communication, Arts and Design.