

ALDANA LUQUE

BILINGUAL ADMINISTRATIVE

11-3423-5519

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Tigre, Buenos Aires, Argentina

ABOUT ME

I am a proactive, reliable and empathetic person who is constantly seeking the optimization of processes in order to obtain the best results.

EDUCATION

NUESTRA SEÑORA DE LA MIERICORDIA INSTITUTE

High school degree in economics

UNIVERSITY OF BUENOS AIRES

CBC- Psychology

2024-Now

SKILLS

English level c2

Office level advanced

EXPERIENCE

PWC- ACCELERATION CENTER BUENOS AIRES

Bilingual administrative assistant- 2022-Now

·Onboarding and Offboarding for Goldman Sachs and Wells Fargo banks. ·Management of the Salesforce platform to update opportunities and search for company employees. ·Creation of relationship maps of worldwide companies. ·Creation of SOPs on the firm's processes. Training of new employees in onboarding training sessions.

AKIRA S.A/NUEVA PROPIEDAD S.A

Administrative- 2020-2022

·Payroll of employees' salaries

·Payment of property and business services.

·Suppliers payment.

·Calendaring and scheduling.

·Showing facilities and apartments.

·Creation of public bids.

QUIROFA S.A

Administrative- 2018-2020

·Payment of doctor's salaries. ·Monitoring the Attendance of professionals. ·Stock control of supplies.

JUMBO RETAIL S.A

Cashier- 2017-2018