Melisa Fernandez

Respectful and responsible person who loves to learn
new things and to strengthen skills already acquired.

Personal Information
Paraguay 1024 - Rosario, Argentina
+5493413547106
melisafernandez2013@gmail.com

Languages Skills:
Spanish , mother tongue.
English, fluent.
Portuguese, intermediate level.

Education:
BA in INTERNATIONAL RELATIONS, Rosario National University, 2003 - 2010
BA in Tourism, Rosario National University, 2018 - Present

Abroad Experience:
Auckland, New Zealand. Dominion English Schools, General English advance course. 2016
Gold Coast, Australia. Envirotech, General English Course. 2017
Dublin, Ireland. Work & Holiday visa experience. 2019

IT Skills:
Microsoft Office: Word, Excel, PowerPoint; Outlook and Explorer.
Be Funky, Canva, Visme, Prezi, Zoom, Meet.

Job Experience:

Educational Service - MUSEO DE LA CIUDAD
(Currently working., from January 2021, Rosario ARGENTINA)
Coordination of institutional projects; communication with schools and groups of visitors; creation of scripts for tours. Providing support during events.

Administrative Assistant - FOLK MULTIESPACIO DE APRENDIZAJE
(From March 2018 to December 2021; February, 2011 to December,2013, Rosario ARGENTINA)
Customer service; Payment and invoice control; principal´s assistance; extracurricular activity planning; network management.providing information on courses, international examinations to students.

Front of House Catering Assistant - URBAN PICNIC
(From January to May,2019, Dublin Ireland)
Attention to internal customers. Providing support during events.

Assistant Manager - PAGANI S.A.
(May, 2015 to November 2017, Rosario, ARGENTINA)
Management assistant; marketing activities; calendar monitoring; administrative support for regional sellers; issuance of reports. Events Organisation Support. Customer service.