Violeta Valledor

Office Manager/Executive Assistant



violeta.valledor@gmail.com
+54 1158298938
Buenos Aires

WORK EXPERIENCE

Administrative back office and support to the operational sector of the Argentina office

IDB

11/2020 – Present

Achievements/Tasks

- Operational support of the administrative back-office area.
- Travel & Entertainment logistics (T&E included).
- Coordination with other administrative units and internal support services.
- Meeting Coordination.
- Focal point in the absence of the manager.
- Hiring process for complementary workforce (on-boarding included).
- Accounts payable backup.

Office Manager

Technology Company

11/2019 – 11/2020

Achievements/Tasks

- Executive Assistant to the CEO and C-level.
- Special projects management.
- Developing and improving relationships with existing partners by providing all round business consultancy.
- Responsible for: purchases and contracts, office general organization.
- Staff administration.
- Accounts management.
- ISO 9001 process manager.

Commercial Assistant - Senior

Marsh

02/2019 - 10/2019, *license replacement*

Broker

Achievements/Tasks

- Assistant to the Multinational Client Services Director and Manager.
- Travel & Entertainment logistics (T&E included).
- Focal point in the absence of the manager.
- Accounts management Customer service.
- Developed preferred agreements through face-to-face negotiation.

SKILLS

Teamwork | Innovation & Crativity | Goals Oriented | Confidentiality | Client Focus | Planning & Organizing | Confidentiality | SAP | Asana | JIRA | Salesforce

EDUCATION

Bachelor of Political Science

University of Buenos Aires

07/2011 - Present,

Diplomacy Course

University of Buenos Aires

2013,

Ceremony and Protocol Course

University of Buenos Aires

2013,

LANGUAGES

Spanish
Native or Bilingual Proficiency

English
Native or Bilingual Proficiency

German
Full Professional Proficiency

Portuguese
Limited Working Proficiency

Commercial Assistant - Senior
Inclusion

10/2016 - 02/2019,

Achievements/Tasks

- Executive Assistant to the CEO and C-level -(Expense reports, travel , schedule, meetings and events organization).
- Focal point in the absence of the manager.
- Account management.
- Monitor and report against SLAs/KPI's, contractual requirements and service quality.
- Responsible for the tenders processes and contract tracking.
- Responsible for on-boarding process at the transition phase of the support service implementation.
- Lead a team of 3 people.
- ISO 9001 Sales process manager.
- Support to the Finance and HR departments.

Executive Secretary / Office Manager - Senior
Logic Information Systems

09/2015 – 10/2016 *closure of the company*

Achievements/Tasks

- Administrative and general office manager.
- Executive Secretary of the Country Manager and foreign work team (North Americans).
- Link with the accounting and law firms.

Senior Administrative Receptionist
Hamburg Süd

01/2013 - 09/2015,

Achievements/Tasks

- Receptionist, administrative tasks and budgets management.
- Budgets management.

Senior Analyst
Volkswagen Argentina

03/2012 - 12/2012,

Achievements/Tasks

- Management of special projects for the direction and Presidency.
- Responsible for the process of filing non-automatic licenses (import licenses).
- Supporting HR in institutional activities.
- PR support: clipping and journalists management.
- Carrying out procedures in Immigration for foreign personnel: ID card and driver's license procedures.

Senior Assistant /Secretary
Volkswagen

03/2011 - 02/2012,

Achievements/Tasks

- Assistant to the Pilot Area Manager and foreign work team (German, Brazilian and Italian).
- Project management assistant.
- Technical, oral and written translations.
- Lead a Team of 2 people.