# SABRINA MARTINEZ

32 years old, Buenos Aires, Argentina



## Languages

C2 ENGLISH LEVEL

## Skills

- Microsoft Office: Advanced level.
- Settlement of Salaries (UIN University Extension Diploma)
- Social Networks: Advanced Management
- Bachelor of Business Administration (UNQUI - On hiatus)

## Contact Information


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Quilmes Centro


## Work Experience

**Administrative Assistant (Jun 2022 - Present Time)**

*Mariana Meridian S.A*

- Invoice control and uploading to the system
- Supplier control
- Use of accounting system
- Claim to suppliers and customers
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**Administrative Receptionist (Enero 2022- Junio 2022)**

*Estrenar SAU*

- Attention to executives and managers (bilingual)
- Control and organization of office supplies
- Email and international postal shipments coordinator
- Customer reception. Preparation of meeting room.
- Agenda management
- Coordination and management of suppliers
- Responsible for the control of bookstore stock and materials for the maintenance of the office infrastructure

**Receptionist (2019 - 2021)**

*Depilaser Bernal*

- Face-to-face and telephone customer service.
- Management of agenda, shifts and schedules.
- Handling of cash / petty cash / means of payment.
- I worked assisting in various aesthetic treatments.

**Costumer Care Representative (2015 - 2016)**

*Starbucks*

- Customer Support
- Stock control of the necessary supplies
- Preparation of drinks, use of Espresso Coffee Machine (Mastrena)
- Cash management and means of payment
- Maintenance of cleanliness and order of the work sector
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- During this period of time I gained experience in changing jobs as I continually changed positions. Rotating the job helped me to learn things from different sectors as well as to work as a team

**Bilingual Administrative Assistant (2009 - 2014)**

*Wall Street Institute / Education Group*

- Reception of calls and/or in person, in English and Spanish.
- Visitor tracking, including vendors, employees, and guests.
- Administration of the incoming and outgoing courier service and other packages or mail.
- Responsible for the control of bookstore stock and materials for the maintenance of the office infrastructure
- Billing. NC/ND issuance
- Petty cash management
- Control of suppliers (control of remittances)
- Attention to directors and managers
- Control and check of agendas, shifts, schedules.
- Administrative tasks of the sector.