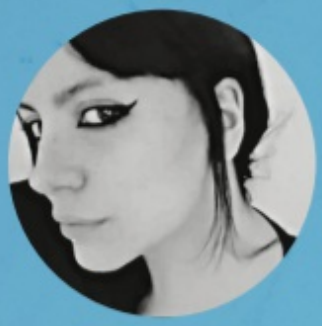
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UpdatedResume - Ag...

AGUSTINA GÓMEZ

Administrative Assistant & Author



About Me

I consider myself to be a person with many passions. You may be wondering why. Actually, it's very simple; I enjoy learning new things, and I never settle into a particular environment. It doesn't fit with who I am. I feel like I possess this awesome skill to fit anywhere, in any position, that is what makes me a great fit for any role. As well as being well mannered, I am also quick to learn.

Contact

+5401125513482

urtasunagustina@gmail.com

Buenos Aires, Argentina

Education

2016-2020

Superior School 1, Roque Sáenz Peña. (Located in CABA, Argentina) I'm graduated from High School with a Science Communication Title.

(2022-Present)

UAI Universidad Abierta Interamericana

I'm currently studying to get a Degree in **Public Relations.**

Work experience

2020-2021

Fast Media GROUP

I worked as an article writer for a client from Israel. I

More About Me

I am a self published author of two books.

https://www.dinastiaeditorial.com/rasha

had to write articles for the people in the U.S. These were about 5,000 words each. I was then promoted to be the leader of the Writing Department.

Spanish Level : Native

English Level : Proficiency C1

I have experience in Copywriting, Digital marketing, Excel, PowerPoint, Google Ads, Wordpress & more.

2022 - Currently



I was an Administrative Assistant for a company based in Port Charlotte, FL, USA. I was the marketing manager, sales agent, I had to arrange meetings with banks, contact with clients, write weekly reports, fill forms and complete documents.