

# CAROLINA TOOST

## OBJECTIVE

Achieve job stability in a company where I can put my skills and knowledge into practice to fulfill my goals and proposals and perform my duties efficiently.

## EDUCATION

Bachelor in Advertising & Marketing

## LANGUAGES

Native Spanish - Advanced English C1

## CONTACT


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## WORK EXPERIENCE

### ZS ASSOCIATES ARGENTINA.
### BUENOS AIRES, ARGENTINA (JUNE 2021 - PRESENT) - ADMINISTRATIVE ASSISTANT

- .Increased stakeholders' productivity (interacted with vendors and clients, and email correspondence).
- Provided scheduling support to an average of 13 individuals, several partners, and senior management (appointment, calendar, and meeting management).
- Completed administrative processes (time and expense reports).
- Prepared domestic and international travel logistics (itineraries, visas, passport renewal, etc.).
- Coordinated internal and external meetings/activities (i.e. facility reservation and set-up, hotel accommodations, catering, etc.).
- Prepared and organized documents for client proposals and presentations as needed (contract tracking, printing, organizing, archiving meeting/support materials, market research).
- Addressed problems and troubleshot with internal and external stakeholders.
- Handled special projects with demanding deadlines.
- Front desk reception back-up coverage (answered phones, greeted visitors, handled deliveries)

### PEOPLE IN THE CITY RELOCATION SERVICES

### BUENOS AIRES, ARGENTINA (DECEMBER 2018- JULY2020) ASSISTANT MANAGERS

**Account Manager**

- Organize migration services and logistics for expatriates.
- Personalized assistance during the first months of stay in the new country.
- Flight arrangement, welcome logistics.
- Hotel coordination.
- Coordination of agenda (DNI, CUIL, etc.)

**Assistant Manager**

- Database maintenance.
- Maintenance of the apartments (expenses, coordinating handyman, cleaning service appointments, etc.)
- Reception of tenants / Check-in & Check-out.
- Department Administration.
- Maintenance of contracts.