Ariana Ferreira D'Ascenzo

Human Resources Student

-Soon to be- Human Resources graduate with a proven background in customer relantionship and services, and corporate operations, with strong communicational capabilities and eager to improve attitude.



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WORK EXPERIENCE

Jr. Human Resources Generalist
Price WaterHouse Cooper

12/2021 - 09/2022 *Buenos Aires, Argentina*

Providing HR support to U.S.A. employees through:

- **Supervising and executing** non-chargable bookings, such as vacation, absences, trainings and corporate responsibility.
- **In-house search** for resources to provide trainings and courses, and cross-team support during busy season.
- **Quality check** for non-chargable bookings and in-house search.
- **Assigning** resources to projects by matching needs and skill set.

Ssr. Back Office Analyst
Swiss Medical Group

02/2021 - 11/2021 *Buenos Aires, Argentina*

Healthcare Industry

Tasks

- **Analysing** and checking future incomings for SMG health insurance.
- **Responsible** for documents check-ups and upload data information.
- **Provide support** to sales assistants, supervisors and local managers.

in Company Account Assistant
Swiss Medical Group

01/2020 - 02/2021 *Buenos Aires, Argentina*

Tasks

- **Advise** clients of SMG.
- **Manage** clients creations, authorizations and refunds.
- **Attend** clients queries, analysing the case and providing information that suits their needs.

EDUCATION

Human Resources
Universidad de Buenos Aires

04/2016 - Present *Buenos Aires, Argentina*

SKILLS

Communicational Skills | Microsoft Office | Teamwork | Empathic | Adaptability | Power BI | Alteryx | Scribs | Tableau | TalentLink

PROJECTS

Coffee Talks - TeamBuilding (06/2022 - 09/2022)
- Organize casual and loosened meetings with team members to improve engagement, team building and boost morale.

Work Enviroment Survey (06/2022 - 09/2022)
- Circularize survey where employees can express, in a safe space, their concerns regarding team communication, coaching opportunities, aknowledgement and professional growth; and take action upon answers.

TalentLink Training (03/2022 - 09/2022)
- Provided on boarding training to new joiners, TL walkthrought and clear doubts.

LANGUAGES

Spanish
Native or Bilingual Proficiency

English
Professional Working Proficiency

INTERESTS

Crossfit | Reading | The beach | Travelling | Videogames